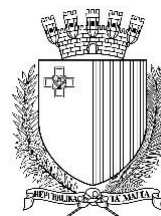


Anness A

Ministeru	Infrastruttura, l-Ippjanar u x-Xoghol
L-impjieg	Senior Manager



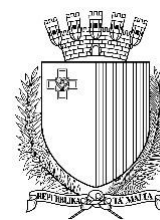
MINISTERU GHALL-INFRASTRUTTURA, L-IPPJANAR U X-XOGHOL
BLOKK H, TRIQ ANTONIO MAURIZIO VALPERGA, II-FURJANA, FRN 1710

Dmirijiet u responsabbiltajiet

- i. Jassisti lis-Segretarju Permanenti fil-koordinazzjoni u l-monitoraġġ tax-xoghol operattivi, filwaqt li jiżgura l-implimentazzjoni effettiva tal-operazzjonijiet ta' kuljum u t-twassil tas-servizzi;
- ii. Jissorvelja s-segwitu tal-attivitajiet u l-inizjattivi operattivi, filwaqt li jiżgura li l-azzjonijiet jiġu implimentati fiż-żmien stabbilit u li kwalunkwe dewmien jiġi indirizzat fil-pront;
- iii. Jassisti fil-ġestjoni u l-ottimizzazzjoni tal-operazzjonijiet ta' rutina, filwaqt li jiżgura l-effiċjenza, il-konsistenza u l-allinjament mal-prijoritajiet tal-Ministeru;
- iv. Jikkoordina bejn id-Direttorati u l-Unitajiet sabiex jiżgura komunikazzjoni effettiva, allinjament u riżoluzzjoni f'waqtha ta' kwistjonijiet operattivi;
- v. Jimmonitorja l-prestazzjoni operattiva permezz ta' indikaturi stabbiliti, rapporti u għodod ta' monitoraġġ, filwaqt li jiżgura li jintlaħqu l-miri u l-istandards tas-servizz;
- vi. Jassisti fir-reviżjoni tal-proċessi eżistenti, jidentifika ineffiċjenzi u jikkontribwixxi għall-implimentazzjoni ta' proċeduri u sistemi operattivi mtejbja;
- vii. Jassisti fis-superviżjoni tal-proċessi relatati max-xiri pubbliku billi jiżgura l-konformità mal-iskedi ta' żmien, il-proċeduri interni u r-regolamenti applikabbli dwar ix-xiri pubbliku;
- viii. Jikkontribwixxi għall-implimentazzjoni ta' għodod u sistemi diġitali mmirati lejn it-titjib tal-operat, it-tisħiħ tal-koordinazzjoni u t-tnaqqis tad-dewmien operattiv;
- ix. Jimmonitorja r-riskji operattivi, jiżgura dokumentazzjoni adegwata u jassisti fl-eskalazzjoni u l-mitigazzjoni tar-riskji fejn ikun meħtieġ;
- x. Jassisti fil-koordinazzjoni tat-tweġibiet u s-segwitu relatati ma' sejbiet, reviżjonijiet u rakkomandazzjonijiet tal-awditjar maħruġa minn korpi ta' sorveljanza;
- xi. Jaġixxi bħala konsulent dwar il-politiki u l-proċeduri operattivi eżistenti u proposti, u jipprovdi l-appoġġ meħtieġ sabiex jiżgura l-konformità mal-politiki interni, id-direttivi u r-rekwiżiti tal-awditjar;
- xii. Iwettaq reviżjonijiet interni tal-funzjonijiet operattivi differenti kollha;
- xiii. Jikkoordina, f'isem is-Segretarju Permanenti, l-obbligi ta' rappurtaġġ relatati mar-reviżjonijiet imwettqa minn Korpi Regolatorji bħall-Uffiċċju Nazzjonali tal-Verifika (NAO), l-Ombudsman u d-Divizjoni tan-Nies u l-Istandards, fost oħrajn;
- xiv. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif ikun meħtieġ; u
- xv. Jwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Infrastructure, Planning and Employment
Job Title	Senior Manager



MINISTRY FOR INFRASTRUCTURE, PLANNING AND EMPLOYMENT
BLOCK H, ANTONIO MAURIZIO VALPERGA STREET, FLORIANA, FRN 1710

Duties and responsibilities

- i. Supports the Permanent Secretary in the coordination and monitoring of internal operational workflows, ensuring effective day-to-day implementation and service delivery;
- ii. Oversees the follow-up of operational activities and initiatives, ensuring that actions are implemented within established timelines and that delays are promptly addressed;
- iii. Assists in the management and optimisation of routine operations, ensuring efficiency, consistency and alignment with Ministry priorities;
- iv. Coordinates across Directorates and Units to ensure effective communication, alignment, and timely resolution of operational matters;
- v. Monitors operational performance through established indicators, reports, and tracking tools, ensuring that targets and service standards are met;
- vi. Supports the review of existing processes, identifies inefficiencies, and contributes to the implementation of improved operational procedures and systems;
- vii. Assists in overseeing procurement-related processes by ensuring adherence to timelines, internal procedures, and applicable public procurement regulations;
- viii. Contributes to the implementation of digital tools and systems aimed at improving workflows, enhancing coordination, and reducing operational delays;
- ix. Monitors operational risks, ensures proper documentation, and supports the escalation and mitigation of risks where necessary;
- x. Assists in coordinating responses and follow-ups related to audit findings, reviews, and recommendations issued by oversight bodies;
- xi. Acts as a consultant on, and support current and proposed operating policies and procedures to ensure compliance with internal policies, directives, and audit requirements;
- xii. Carries out internal reviews of all different operational functions;
- xiii. Co-ordinates on behalf of the Permanent Secretary reporting obligations reviewed by Regulatory Bodies such as the National Audit Office (NAO), the Ombudsman and the People & Standards Division among others;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xv. Undertakes any other duties as directed by the Principal Permanent Secretary.