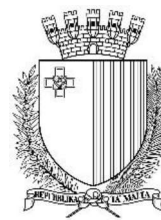


Anness A

Ministeru	Ministeru għall-Mobbilta` Sostenibbli
L-impjeg	Senior Manager (Project Management)



MINISTERU GĦALL-MOBBILTA` SOSTENIBBLI

BLOKK H (ENT B), TRIQ ANTONIO MAURIZIO VALPERGA, FURJANA, MALTA

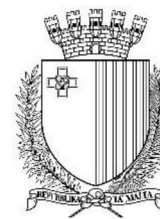
Dmirijiet u responsabbiltajiet

- i. Tmexxi b'mod strateġiku l-funzjonijiet operattivi tad-Direttorat tal-Operazzjonijiet, filwaqt li tiżgura governanza effettiva, użu effiċjenti tar-riżorsi, u l-implimentazzjoni b'suċċess ta' inizzjattivi ta' żvilupp organizzattiv.
- ii. Tissorvelja b'mod effettiv il-Proġetti Ministerjali kollha, inklużi: proġetti ffinanzjati mill-Unjoni Ewropea, proġetti ffinanzjati nazzjonalment, miżuri tal-Baġit u miżuri tal-Manifest Elettorali.
- iii. Tkun responsabbli biex iżzomm aġġornati s-sistemi kollha ta' monitoraġġ tal-proġetti tad-Direttorat, filwaqt li tiżgura li d-data kollha tingabar, tiġi kkalkulata, tiddaħhal u tinzamm aġġornata b'mod preċiż.
- iv. Tkun responsabbli għall-monitoraġġ tal-progress tal-proġetti skont l-iskedi ta' żmien stabbiliti minn qabel. Issegwi mal-partijiet interessati rilevanti biex jipprovdu kwalunkwe aġġornament meħtieġ, tenfasizza każijiet fejn ikunu previsti sfidi fl-implimentazzjoni u tiddefinixxi b'mod proattiv pjani ta' kontingenza fejn jitqies meħtieġ.
- v. Tissorvelja l-miżuri tal-Manifest Elettorali u l-miżuri tal-Baġit. Tikkoordina mal-unitajiet rispettivi tal-OPM li jimmonitorjaw tali proġetti, tiżgura li l-pjani kollha tal-proġetti jkunu aġġornati, tirrevedi u temenda fejn meħtieġ, u tikkoordina mal-partijiet interessati rilevanti biex tiżgura li l-projezzjonijiet tal-implimentazzjoni jkunu korretti.
- vi. Tissorvelja l-proġetti ffinanzjati mill-Unjoni Ewropea. Il-Maniġer Anzjan huwa mistenni li jkun infurmat tajjeb dwar il-fondi tal-UE u r-regolamenti rispettivi, il-Manual of Procedures, il-Linja Gwida dwar il-Pubblicità, ir-rekwiziti tal-arkivjar u tal-verifika tal-UE, kif ukoll l-eżistenza ta' Programmi Operattivi differenti.
- vii. Tissorvelja mill-qrib il-miri tan-nefqa tal-UE, sabiex jiġi żgurat li l-allokazzjoni tal-fondi ta' Malta tiġi assorbita kompletament.

- viii. Tissorvelja l-Indikaturi Ewlenin tal-Prestazzjoni (KPIs) tal-progetti kif ukoll l-Għanijiet ta' Żvilupp Sostenibbli applikabbli.
- ix. Thejji rapporti ta' progress, preżentazzjonijiet u projezzjonijiet li l-informazzjoni tagħhom tintuża mill-Maniġment Superjuri waqt il-laqgħat.
- x. Tikkoordina l-gruppi ta' laqgħat ta' koordinazzjoni tal-Art u tal-Baħar.
- xi. Tiżgura li jinżamm livell għoli ta' komunikazzjoni mal-partijiet interessati rispettivi, Direttorati ohra, Dipartimenti tal-Linja, Awtoritajiet u Ministeri.
- xii. Ikollha l-kapaċità tmexxi u tikkoordina tim.
- xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun mehtieg;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

Annex A

Ministry	Ministry for Sustainable Mobility
Job Title	Senior Manager (Project Management)



MINISTRY FOR SUSTAINABLE MOBILITY
BLOCK H (ENT B), ANTONIO MAURIZIO VALPERGA STREET, FLORIANA, MALTA

Duties and responsibilities

- i. To lead strategically the operational functions of the Operations Directorate, ensuring effective governance, efficient resource utilisation, and the successful implementation of organisational development initiatives.
- ii. Effectively monitor all Ministerial Projects, including: EU funded projects, Nationally Funded Projects, Budget Measures and Electoral Manifesto Measures.
- iii. Responsible to maintain up to date all the Directorate's projects' monitoring systems, ensuring that all the data is accurately acquired, calculated, inputted and retained up to date.
- iv. Responsible to monitor projects' progress in line with pre-defined timelines. Chase relevant stakeholders to provide any required updates, highlight instances whenever implementation challenges are envisaged and proactively define contingency plans whenever deemed required.
- v. Monitor Electoral Manifesto Measures and Budget Measures. Liaise with the respective OPM units, monitoring such projects, ensure that all project plans are up to date, review and amend where necessary and liaise with relevant stakeholders to ensure that implementation projections are correct.
- vi. Monitor EU Funded projects. The Senior Manager is expected to be knowledgeable about EU funds and the respective regulations, the Manual of Procedures, Publicity Guidelines, EU filing and Audit requirements and also the existence of different Operational Programmes.
- vii. Closely monitor EU expenditure targets, to ensure that Malta's funding allocation is fully absorbed.
- viii. Monitor the projects' Key Performance Indicators and also the applicable Sustainable Development Goals.
- ix. Prepare progress reports, presentations and projections which information shall be used by Higher Management during meetings.

- x. Coordinate the Land and Marine coordinating meeting groups.
- xi. Ensure to keep a high level of communication with the respective: stakeholders, other Directorates, Line Departments, Authorities and Ministries.
- xii. Be able to manage and coordinate a team.
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xiv. Any other duties as directed by the Principal Permanent Secretary.