

Anness A



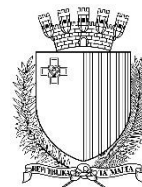
UFFICCJU TAS-SEGRETARU PERMANENTI
PINTO BUSINESS CENTRE, TRIQ IL-MITHNA, QORMI

Ministeru	Ministeru għall-Agrikoltura, is-Sajd, u l-Provvista tal-Ikel.
L-impjeg	Assistant Manager

Dmirijiet u responsabbiltajiet

- i. Jgħin fiż-żamma u l-aġġornament tal-politiki interni u l-standard operating procedures;
- ii. Jappoġġja lill-Management fis-superviżjoni tal-funzjonijiet kollha tad-Dipartiment, biex jiżgura li dawn jitwettqu b'mod effiċjenti, effettiv, u f'konformità mal-policies uffidjali tal-Gvern;
- iii. Izomm kif iggwidat is-sistemi ta' fajl meħtieġa u jwettaq funzjonijiet u dmirijiet amministrattivi ġenerali fi hdan l-uffiċċju;
- iv. Jikkoordina u jipparteċipa fil-laqgħat, jiehu minuti u jsegwi l-azzjonijiet meħtieġa;
- v. Jgħin f'operazzjonijiet ta' kuljum, inklużi l-ġestjoni u d-distribuzzjoni ta' korrispondenza u mistoqsijiet, iż-żamma ta' rekords, kif ukoll id-dhul u l-aġġornament ta' informazzjoni u databases ibbażati fuq il-kompjuter;
- vi. Ixerred informazzjoni u aġġornamenti dwar l-amministrazzjoni pubblika kif meħtieġ;
- vii. Izomm sistemi li jippermettu lid-Dipartiment ikejjel, jimmaniġġja u jipprema l-prestazzjoni;
- viii. Jgħin fid-disinn, l-iżvilupp, u t-twassil ta' programmi ta' tahrig meta meħtieġ mid-dipartiment;
- ix. Izomm ruħu aġġornat mal-ghanijiet u l-istrateġiji ġenerali tal-manigment;
- x. Jwettaq kull xogħol ieħor, li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;
- xi. Jwettaq kull dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xii. Jwettaq kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



OFFICE OF THE PERMANENT SECRETARY
PINTO BUSINESS CENTRE, MILL STREET, QORMI

Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Assistant Manager

Duties and responsibilities

- i. Assists in maintaining and updating of internal policies and standard operating procedures;
- ii. Supports the Management in supervising all the functions of the Department, to ensure that they are performed efficiently, effectively, and in conformity with the Government's official policies;
- iii. Maintains as guided the necessary filing systems and conducts general administrative functions and duties within the office;
- iv. Coordinates and participates in meetings, takes minutes and follows up on required actions;
- v. Assists in day-to-day operations, including the management and distribution of correspondence and queries, record keeping, as well as inputting and updating of computer-based information and databases;
- vi. Disseminates information and updates on the public administration as required;
- vii. Maintains systems that enable the Department to measure, manage and reward performance;
- viii. Assists in the design, development, and delivery of training programmes when needed by the department;
- ix. Keeps abreast with the management's overall objectives and strategies;
- x. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xii. Performs any other duties as directed by the Principal Permanent Secretary.