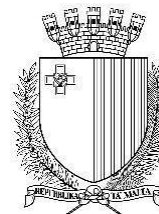


Annex A



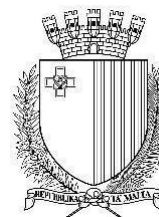
UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA, MALTA

Ministeru	Uffiċċju tal-Prim Ministru
L-impjieg	Assistant Manager

Dmirijiet u responsabbiltajiet

- i Jifformola rapporti ta' kuljum u jgħaqqad diversi rapporti oħrajn skont il-ħtieġa;
- ii Jassisti fil-ġbir ta' informazzjoni u jibni formoli diġitali fuq is-Sistema ta' Informazzjoni Teknoloġika IOS;
- iii Jivverifika diversi rapporti onlajn u informazzjoni fuq l-IOS bħala parti mill-manutenzjoni regolari;
- iv Isegwi xogħol pendenti mal-ispettorati konċernati;
- v Jassisti fl-implimentazzjoni ta' proġetti/inizjattivi skont il-pjanijiet t'azzjoni tal-unit;
- vi Jassisti lis-superjuri fil-kwistjonijiet operattivi ta' kuljum u jipprovdi appoġġ amministrattiv li jkun meħtieġ fl-uffiċċju biex jiżgura li n-nies u r-riżorsi joperaw b'mod effettiv u effiċjenti;
- vii Jassisti fil-koordinazzjoni ta' laqgħat u attivitajiet;
- viii Jassisti fl-ipproċessar u l-immaniġġjar ta' proġetti, inklużi l-evalwazzjonijiet ta' proġetti, it-tnejn tad-dokumentazzjoni tal-proġett u r-rappurtaġġ tal-progress tal-proġett;
- ix Jikkoordina mal-manigment tal-Uffiċċju tas-Segretarju Permanenti dwar rekwiżiti amministrattivi u rekwiżiti oħra;
- x Jassisti fir-reviżjoni tal-użu tar-riżorsi tal-uffiċċju, u jiżgura li dawn jintużaw b'mod effettiv;
- xi Jassisti fit-tweġibiet għad-diffikultajiet permezz ta' korrispondenza, ittri elettronici, telefown jew kuntatt personali;
- xii Iwettaq dmirijiet ta' natura amministrattiva sabiex jappoġġja s-superjuri tiegħu skont kif jista' jkun meħtieġ;
- xiii Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiv Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Office of the Prime Minister
Job Title	Assistant Manager

OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE, VALLETTA, MALTA

Duties and responsibilities

- i Compiles daily reporting and collation of several other reports as required;
- ii Assists in data gathering and compiles digitized checklists on the Inspections Online Solution;
- iii Vets various online reports and data on IOS as part of the regular maintenance;
- iv Follows up on pending tickets with inspectorates concerned;
- v Assists in the implementation of any projects/initiatives in accordance with the unit's action plans;
- vi Assists superiors in the day-to-day operational matters and provides the administrative support required in the office to ensure that people and resources operate effectively and efficiently;
- vii Assists in the coordination of meetings and events;
- viii Assists in project processing and management, including project appraisals, preparation of project documentation and project progress reporting;
- ix Liaises with the management of the Permanent Secretary's Office regarding administrative and other requirements;
- x Assists in the review of the utilisation of office resources and ensures that these are used effectively;
- xi Assists in queries through correspondence, email, telephone or personal contact;
- xii Performs duties of an administrative nature to support senior management as may be required;
- xiii Undertakes any other tasks which the superior may delegate to him/her, as may be required; and
- xiv Any other duties as directed by the Principal Permanent Secretary.

Office of the Prime Minister

Office of the Prime Minister, Auberge de Castille, Valletta
Telephone : 2200-0000