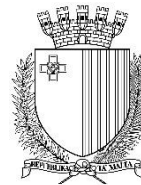


Anness A



Ministeru	Ministeru għall-Agrikoltura, is-Sajd u l-Provvista tal-Ikel
L-impjeg	Post ta' Senior Manager

Uffiċċju tas-Segretaru Permanenti
Pinto Business Centre, Qormi

Dmirijiet u responsabbiltajiet

- i. Imexxi u jissorvelja l-koordinazzjoni strateġika tal-iżvilupp tal-politika, l-affarijiet tal-UE u dawk internazzjonali, u inizjattivi trasversali fi ħdan il-kompetenza tal-Ministeru, b'enfasi fuq is-sistemi agrikoli, is-sajd, l-akkwakultura u l-provvista tal-ikel ;
- ii. Jiżgura komunikazzjoni u impenn ta' livell għoli ma' Direttorati, Dipartimenti, Entitajiet u partijiet interessati sabiex tinżamm allinjament mal-iżviluppi tal-UE u internazzjonali ;
- iii. Jidderiegi u jissorvelja l-preparazzjoni, il-konsolidazzjoni u l-assigurazzjoni tal-kwalità ta' dokumentazzjoni strateġika u ta' policy relatata ma' fora tal-UE u internazzjonali li jaqgħu taħt il-portafoll tal-Ministeru;
- iv. Jipprovdi gwida strateġika fil-formulazzjoni u n-negozjar tal-pożizzjonijiet ta' Malta fir-rigward ta' Proposti legiżlattivi, Strateġiji u dokumenti tal-UE li jaffettwaw il-politika agrarja, is-sajd, l-akkwakultura u l-provvista tal-Ikel ;
- v. Jissorvelja u jiżgura l-koordinazzjoni, l-analiżi u s-sottomissjoni f'waqtha tal-obbligi ta' rappurtar tal-UE u internazzjonali fi ħdan ir-responsabbiltà tal-Ministeru;
- vi. Imexxi l-ippjanar, l-implimentazzjoni u l-monitoraġġ ta' programmi u inizjattivi ffinanzjati minn fondi tal-UE jew nazzjonali, skont l-oġettivi strateġiċi tal-Ministeru;
- vii. Jeżerċita responsabbiltà għall-ippjanar baġitarju, is-sorveljanza finanzjarja u l-allokazzjoni tar-riżorsi fi ħdan l-Unit jew id-Direttorat, skont ir-regoli applikabbli u l-prinċipji ta' governanza soda;
- viii. Jistabbilixxi miri ta' prestazzjoni, prijoritajiet operattivi u pjanijiet ta' xogħol, u jissorvelja r-riżultati, l-iskadenzi u l-impatt tal-politiki;
- ix. Jikkoordina f'livell għoli ma' awtoritajiet nazzjonali, istituzzjonijiet tal-UE, korpi regolatorji u partijiet interessati biex jigi żgurat allinjament strateġiku tal-politiki, il-finanzjament u l-qafas regolatorju;
- x. Jissorvelja u jiggwida proċessi ta' akkwist u kuntrattazzjoni relatati ma' programmi u inizjattivi assenjati, skont ir-regolamenti tal-akkwist pubbliku u l-istandards ta' governanza interna;
- xi. Imexxi l-identifikazzjoni tar-riskji, l-analiżi strateġika u l-implimentazzjoni ta' miżuri ta' mitigazzjoni relatati mal-politiki, programmi ta' finanzjament u żviluppi regolatorji;
- xii. Jissorvelja, jiggwida u jiżviluppa lill-manigiers u lill-impjegati professjonali fi ħdan l-Unit, filwaqt li jrawwem tmexxija, responsabbiltà u żvilupp professjonali kontinwu;

- xiii. Jirrappreżenta lill-Ministeru f'laqgħat inter-ministerjali, tal-UE u internazzjonali, negozjati, konferenzi u fora tekniċi, kif meħtieġ;
- xiv. Jiżgura l-evalwazzjoni tal-impatti soċjo-ekonomiċi u regolatorji ta' inizjattivi tal-UE u internazzjonali u jipprovdi rakkomandazzjonijiet strateġiċi lill-manigment superjuri;
- xv. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvi. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Office of the Permanent Secretary
Pinto Business Centre, Qormi

Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Post of Senior Manager

Duties and responsibilities

- i. Leads and oversees the strategic coordination of policy development, EU and international affairs, and cross-sectoral initiatives within the Ministry's remit, with particular focus on agriculture, fisheries, aquaculture food supply;
- ii. Ensures high-level engagement and effective communication with Directorates, Departments, Entities and stakeholders to maintain alignment with EU and international developments;
- iii. Directs and supervises the preparation, consolidation and quality assurance of strategic and policy documentation related to EU and international fora within the Ministry's portfolio;
- iv. Provides strategic guidance in the formulation and negotiation of Malta's positions on EU legislative Proposals, Strategies and related instruments affecting agriculture, fisheries, aquaculture and food supply;
- v. Oversees and ensures the effective coordination, analysis and timely submission of EU and international reporting obligations within the Ministry's areas of responsibility;
- vi. Leads the planning, implementation and monitoring of EU- or nationally funded programmes and initiatives in line with the Ministry's strategic objectives;
- vii. Exercises responsibility for budgetary planning, financial oversight and resource allocation within the Unit or Directorate, in accordance with applicable rules and sound governance principles;
- viii. Establishes performance targets, operational priorities and work plans, and monitors outputs, delivery timelines and policy impact;
- ix. Provides high-level coordination with national authorities, EU institutions, regulatory bodies and stakeholders to ensure strategic alignment of policies, funding priorities and regulatory frameworks;
- x. Oversees and guides procurement and contractual processes related to assigned programmes and initiatives, ensuring compliance with public procurement regulations and internal governance standards;
- xi. Leads risk identification, strategic assessment and the implementation of mitigation measures related to policy implementation, funding programmes and regulatory developments;
- xii. Supervises, mentors and develops managerial and professional staff within the Unit, fostering leadership, accountability and continuous professional development;
- xiii. Represents the Ministry, as required, in inter-ministerial, EU and international meetings, negotiations, conferences and technical fora;

- xiv. Ensures the assessment of socio-economic and regulatory impacts arising from EU and international initiatives and provides strategic recommendations to senior management;
- xv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvii. Any other duties as directed by the Principal Permanent Secretary.