

Anness A

Ministry:	<i>Ministeru għall-Enerġija, l-Ambjent u R-Riġenerazzjoni tal-Port il-Kbir</i>	 GVERN TA' MALTA MINISTERU GĦALL-ENERĠIJA, L-AMBJENT U R-RIĠENERAZZJONI TAL- PORT IL-KBIR
Job Title:	<i>Senior Manager (Project Management)</i>	
Dmirijiet u Responsabbiltajiet		

- i. Jassumi rwol ewlieni fil-koordinazzjoni ta' proġetti mill-bidu sal-aħħar, inklużi, *inter alia*, proġetti prijoritarji f'żoni protetti, kemm terrestri kif ukoll marittimi;
- ii. Imexxi siti magħżula skont il-ġestjoni stabbilita u pjanijiet oħra applikabbli;
- iii. Ihejji *Business Plans*, briefs tal-proġett, dossiers tal-offerti, rapporti ta' fattibilità u dokumenti oħra kif mitlub;
- iv. Jieħu rwol ewlieni ta' koordinazzjoni biex jidentifika proġetti li jistgħu jitwettqu permezz ta' opportunitajiet ta' finanzjament nazzjonali, tal-Unjoni Ewropea u / jew internazzjonali oħra;
- v. Jirriċerka opportunitajiet ta' finanzjament, mhux l-inqas il-possibbiltajiet ta' finanzjament tal-UE, li potenzjalment jistgħu jiġu segwiti
- vi. Iżomm rekords xierqa biex jinforma d-deċiżjonijiet tal-management;
- vii. Iżomm kuntatt ma' Organizzazzjonijiet Volontarji u partijiet interessati oħra kif jista' jkun meħtieġ u jissorvelja l-immaniġġjar ta' żoni protetti;
- viii. Jippresjedi jew jipparteċipa f'kumitati ta' evalwazzjoni, bordijiet ta' għażla u fora oħra kif meħtieġ;
- ix. Jindirizza l-iżvilupp kontinwu tal-impjegati assenjati taħt ir-responsabbiltà tiegħu / tagħha;
- x. Jidderieġi u jiggwida l-istaff assenjat taħt ir-responsabbiltà tiegħu / tagħha;
- xi. Jirrappreżenta d-Divizjoni / Direttorat tiegħu / tagħha kif jista' jkun meħtieġ;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xiii. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry:	<i>Ministry for Energy, the Environment and the Regeneration of the Grand Harbour</i>	 GOVERNMENT OF MALTA MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR
Job Title:	<i>Senior Manager (Project Management)</i>	
Duties and Responsibilities		

- i. Assumes a leading role in the coordination of projects from inception to delivery, including, *inter alia*, priority projects in protected areas, both terrestrial and marine;
- ii. Manages designated sites in accordance with established management and other applicable plans;
- iii. Prepares business plans, project briefs, tender dossiers, feasibility reports and other documents as requested;
- iv. Takes a leading co-ordinating role to identify projects which may be realised through national, European Union and/or other international funding opportunities;
- v. Researches funding opportunities, not least EU funding possibilities, which may potentially be pursued;
- vi. Maintains appropriate records to inform management decisions;
- vii. Liaise with Voluntary Organisations and other stakeholders as may be necessary and oversees the management of protected areas;
- viii. Chairs or participates in evaluation committees, selection boards and other fora as required;
- ix. Addresses the continuous development of staff members assigned under his/her responsibility;
- x. Directs and guides staff assigned under his/her responsibility;
- xi. Represents his/her Division/Directorate as may be necessary
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Any other duties as directed by the Principal Permanent Secretary.