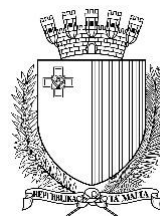


Anness A

Ministeru	Ministeru għall-Mobbilta' Sostenibbli
L-impjeg	Assistant Manager (Project Management)



MINISTERU GĦALL-MOBBILTA' SOSTENIBBLI

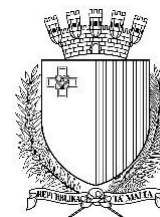
BLOKK H (ENT B), TRIQ ANTONIO MAURIZIO VALPERGA, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jżomm aġġornati s-sistemi ta' monitoraġġ tal-proġetti tad-Direttorat.
- ii. Responsabbli li jissorvelja l-progress tal-proġetti skont it-timelines stabbiliti minn qabel. Isegwi mal-partijiet konċernati biex jipprovdu l-aġġornamenti meħtieġa, jenfasizza fejn ikun mistenni li jkun hemm sfidi fl-implimentazzjoni.
- iii. Jissorvelja l-miżuri tal-Manifest Elettorali u tal-Baġit.
- iv. Jissorvelja proġetti ffinanzjati mill-UE. Huwa mistenni li l-uffiċjal rispettiv ikollu, bħala minimu, għarfien bażiku dwar fondi tal-UE u r-regolamenti relatati, il-Manual of Procedures, il-Linji Gwida dwar il-Pubbliċità, ir-rekwiżiti tal-arkivjar (filing) tal-UE u tal-Awditjar, u wkoll li jkun jaf bl-eżistenza ta' programmi operattivi differenti.
- v. Jissorvelja l-Key Performance Indicators (KPIs) tal-proġetti u wkoll l-Għanijiet ta' Żvilupp Sostenibbli applikabbli.
- vi. Jigbor dokumenti u informazzjoni biex tintuża għal ġenerazzjoni ta' rapporti ta' progress, preżentazzjonijiet u projezzjonijiet.
- vii. Jiżgura li jżomm livell għoli ta' komunikazzjoni mal-partijiet rispettivi: stakeholders, Direttorati oħra, Line Departments, Awtoritajiet u Ministeri.
- viii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- ix. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

Annex A

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



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

Duties and responsibilities

- i. Maintain up to date the Directorate's projects' monitoring systems.
- ii. Responsible to monitor projects' progress in line with pre-defined timelines. Follow up with relevant stakeholders to provide any required updates, highlight instances whenever implementation challenges are envisaged.
- iii. Monitor Electoral Manifesto Measures and Budget Measures.
- iv. Monitor EU Funded projects. It is expected that the respective officer shall have as a minimum basic knowledge 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.
- v. Monitor the projects' Key Performance Indicators and also the applicable Sustainable Development Goals.
- vi. Collate information to be used for the creation of progress reports, presentations and projections.
- vii. Ensure to keep a high level of communication with the respective: stakeholders, other Directorates, Line Departments, Authorities and Ministries.
- viii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required
- ix. Any other duties as directed by the Principal Permanent Secretary.