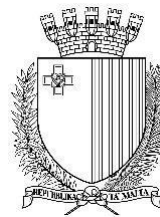


Annex A



Ministeru	<i>Ministeru għall-Politika Soċjali u l-Familja</i>
L-impjeg	<i>Manager II</i>

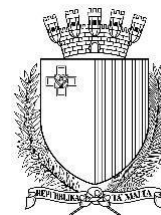
MINISTERU GĦALL-POLITIKA SOĊJALI U L-FAMILJA
310, PALAZZO FERRERIA, TRIQ IR-REPUBBLIKA, VALLETTA

Dmirijiet u Responsabbiltajiet

- i. Jissorvelja funzjonijiet magħżula tad-Direttorat, biex jiżgura li dawn jitwettqu b'mod effiċjenti, effettiv, u f'konformità mal-*policies* uffiċjali tal-Gvern;
- ii. Jiġbor u jevalwa data kif meħtieġ mill-manigment superjuri;
- iii. Jwettaq funzjonijiet operattivi relatati ma' funzjonijiet korporattivi speċifiċi, ta' implimentazzjoni jew funzjonijiet oħra;
- iv. Jzomm sistemi ta' registrazzjoni diġitali aġġornati u tipprovdi lill-manigment bl-informazzjoni meħtieġa biex tiegħu deċiżjonijiet infurmati;
- v. Jizviluppa u jimplementa programmi ta' taħriġ u żvilupp kif meħtieġ mid-Direttorat;
- vi. Jippjana u jorganizza żvilupp u avvenimenti oħra;
- vii. Jassisti fit-twettiq ta' kwalunkwe dmir ieħor relatat mat-Team tal-Customer Care u mas-sistema ta' Customer Relationship Management (CRM), skont il-htigijiet operattivi u d-direzzjoni mogħtija minn żmien għal żmien.
- viii. Jassisti fl-amministrazzjoni effettiva tal-portafoll ta' proprjetajiet tal-MSF, inkluż fil-monitoraġġ u s-supervizjoni tal-proprjetajiet, il-faċilitajiet u l-assi relatati, kif ukoll fil-koordinazzjoni mal-entitajiet rilevanti.
- ix. Jassisti fl-iżvilupp u fit-titjib kontinwu tal-oqfsa relatati mal-kontinwità tan-negozju, filwaqt li jiżgura li dawn ikunu konformi mal-valutazzjonijiet tar-riskju applikabbli għall-Ministeru kollu, kif ukoll fl-aġġornament tal-proċeduri operattivi, il-listi ta' kontroll għall-validazzjoni, l-istrutturi ta' kmand u l-protokolli ta' komunikazzjoni meħtieġa f'każ ta' interruzzjonijiet jew tfixkil fl-operat.
- x. Jgħin fil-proċessi ta' akkwist rilevanti għall-qasam tax-xogħol tiegħu/tagħha u jaġixxi bħala manager tal-kuntratt, kif u meta meħtieġ;
- xi. Iwettaq kull kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xii. Iwettaq kull dmir ieħor li jista' jiġi aġġornat sabiex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiii. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Social Policy and the Family</i>
Job Title	<i>Manager II</i>



MINISTRY FOR SOCIAL POLICY AND THE FAMILY.
310, PALAZZO FERRERIA, REPUBLIC STREET VALLETTA.

Duties and Responsibilities

- i. Supervises select functions of the Directorate, to ensure that they are performed efficiently, effectively, and in conformity with the Government's official policies;
- ii. Compiles and assesses data as required by senior management;
- iii. Performs operational functions relating to specific corporate, implementation or other functions;
- iv. Maintains updated digital recording systems and provides management with the required information to take informed decisions;
- v. Develops and implements training and development programs as required by the Directorate;
- vi. Plans and organises development and other events;
- vii. Assist in carrying out any other duties related to the Customer Care Team and the Customer Relationship Management (CRM) system, as may be required from time to time.
- viii. Assist in the effective estate management of all MSF premises, including the identification and monitoring of buildings, facilities, spaces and related assets, and support liaison with relevant entities on matters concerning their ownership, legal status, occupancy, use and management.
- ix. Assists in procurement processes relevant to his/her area of work and acts as contract manager, as and when necessary;
- x. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xi. Assists in the continuous development and refinement of business continuity frameworks, ensuring alignment with Ministry-wide risk assessments, as well as in updating operational procedures, validation checklists, command structures, and communication protocols required in the event of disruptions or interruptions to operations.
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii. Any other duties as directed by the Principal Permanent Secretary.