

Anness A

Ministry:	Ministeru għall-Enerġija, l-Ambjent u R-Rigenerazzjoni tal-Port il-Kbir	 GVERN TA' MALTA MINISTERU GĦALL-ENERĠIJA, L-AMBIJENT U R-RIĠENERAZZJONI TAL- PORT IL-KBIR
Job Title:	Manager II (Project Management)	
Dmirijiet u Responsabbiltajiet		

- i Jassumi rwol ta' tmexxija fil-koordinazzjoni ta' proġetti mill-bidu sal-aħħar;
- ii Iwettaq il-firxa sħiħa ta' dmirijiet relatati mal-akkwist pubbliku, inklużi, fost oħrajn, ir-riċerka tas-suq u l-abbozzar ta' dokumenti relatati mal-akkwist pubbliku, kif meħtieġ;
- iii Ihejji *Business Plans*, briefs tal-proġett, dossiers ta' sejhiet għall-offerti, rapporti ta' fattibilità u dokumenti oħra kif mitlub;
- iv Iżomm rekords xierqa biex jinforma d-deċiżjonijiet tal-management;
- v Iżomm kuntatt ma' partijiet interessati kif meħtieġ;
- vi Jippresjedi jew jipparteċipa f'kumitati ta' evalwazzjoni, bordijiet ta' għażla u fora oħra kif meħtieġ;
- vii Jindirizza l-iżvilupp kontinwu tal-impjegati assenjati taħt ir-responsabbiltà tiegħu / tagħha;
- viii Jidderiegi u jiggwida l-istaff assenjat taħt ir-responsabbiltà tiegħu / tagħha;
- ix Jirrappreżenta d-Divizjoni / Direttorat tiegħu / tagħha kif jista' jkun meħtieġ;
- x Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xi Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xii 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>Manager II (Project Management)</i>	
Duties and Responsibilities		

- i Assumes a management role in the coordination of projects from inception to delivery;
- ii Carries out the full range of procurement duties, including, inter alia, market research and procurement-related drafting, as may be required;
- iii Prepares business plans, project briefs, tender dossiers, feasibility reports and other documents as requested;
- iv Maintains appropriate records to inform management decisions;
- v Liaises with any stakeholders as may be necessary;
- vi Chairs or participates in evaluation committees, selection boards and other fora as required;
- vii Addresses the continuous development of staff members assigned under his/her responsibility;
- viii Directs and guides staff assigned under his/her responsibility;
- ix Represents his/her Division/Directorate as may be necessary;
- x Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xi Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xii Any other duties as directed by the Principal Permanent Secretary.