

Anness A

Ministeru	<i>Ministeru għall-Ekonomija, Teknoloġija u Proġetti Strateġiċi</i>
L-impjeg	<i>Senior Manager</i>



MINISTERU GĦALL-EKONOMIJA, TEKNOLOĠIJA
U PROĠETTI STRATEĠIĊI

Dmirijiet u responsabbiltajiet

- i. Jikkoordina u jissorvelja l-implimentazzjoni ta' miżuri u inizjattivi li jaqgħu taħt ir-responsabbiltà ta' dan il-Ministeru;
- ii. Imexxi l-implimentazzjoni ta' proġetti, miżuri u inizjattivi speċifiċi tal-Ministeru biex jiżgura t-tlestija effettiva f'waqtha;
- iii. Jikkontribwixxi għall-istrateġija u l-operazzjonijiet tal-Ministeru billi jappoġġja lis-superjuri fl-iżvilupp u l-implimentazzjoni tad-direzzjonijiet u l-politiki strateġiċi u operattivi tal-Ministeru;
- iv. Jiżviluppa u jżomm relazzjonijiet tajba mal-kollegi fil-Ministeru u l-entitajiet li jaqgħu taħt ir-responsabbiltà tal-Ministeru u organizzazzjonijiet oħra fis-settur privat u dak pubbliku, biex tiġi żgurata *cross-cutting approach* għall-koordinazzjoni tal-politika u l-implimentazzjoni tal-programm.
- v. Jassisti lis-Superjuri fid-dmirijiet ta' kuljum u jipprovdi support fl-amministrazzjoni biex jiżgura li r-riżorsi jintużaw b'mod effettiv u effiċjenti;
- vi. Jirrevedi u janalizza dokumenti bħal politiki u liġijiet nazzjonali u tal-Unjoni Ewropea, u jipprovdi *feedback* u r-rakkomandazzjonijiet neċessarji;
- vii. Jagħmel ricerka u jipprepara rapporti, preżentazzjonijiet, statistiċi u dokumentazzjoni oħra skont kif mitlub;
- viii. Jipprovdi tmexxija u gwida lill-uffiċjali tad-Direttorat;
- ix. Iżomm lis-Superjuri infurmati bl-iżviluppi ewlenin, kemm f'livell nazzjonali u dak internazzjonali, partikolarment dwar oqsma li jaqgħu taħt il-mandat tal-Ministeru, kif ukoll żviluppi organizzattivi, li jista' jkollhom impatt fuq il-portafoll tal-Ministeru;
- x. Jassisti fl-ipproċessar u l-immaniġġjar ta' proġetti, inklużi stimi ta' proġetti, preparazzjoni ta' dokumentazzjoni tal-proġett rispettiva, kitba ta' proposti ta' politika, thejjija ta' rapporti ta' superviżjoni f'waqtha, u rappurtaġġ ta' progress;
- xi. Jirrappreżenta lill-Ministeru f'konferenzi, *seminars* u laqgħat kemm lokalment kif ukoll barra mill-pajjiż;
- xii. Iwettaq dmirijiet oħra li, minn żmien għal żmien, jistgħu jiġu assenjati mis-Segretarju Permanenti;
- xiii. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for the Economy, Technology and Strategic Projects</i>
Job title	<i>Senior Manager</i>



MINISTRY FOR THE ECONOMY, TECHNOLOGY
AND STRATEGIC PROJECTS

Duties and responsibilities

- i. Co-ordinates and oversees the implementation of measures and initiatives which fall under the responsibility of this Ministry;
- ii. Leads the implementation of Ministry projects, measures and initiatives to ensure timely and effective completion;
- iii. Contributes to the Ministry's strategy and operations by supporting the Permanent Secretary in the development and implementation of the Ministry's strategic and operational directions and policies;
- iv. Develops and maintains good relations with colleagues within the Ministry and its entities and in other relevant private and public sector organisations to ensure a cross-cutting approach to policy coordination and programme implementation;
- v. Assists superiors in day-to-day operational matters and provide administrative support to ensure that all resources are utilized effectively and efficiently;
- vi. Reviews and analyses documents such as national and EU policies and legislation, providing necessary feedback and recommendations;
- vii. Carries out research and the preparation of reports, presentations, returns and other documentation as directed;
- viii. Provides leadership and guidance to officers within the Directorate;
- ix. Keeps superior informed of major developments both at international and local levels, concerning areas under the Ministry's remit, as well as organisational developments that may impact the Ministry's portfolio;
- x. Assists in project processing and management, including project appraisals, preparation of respective project documentation, writing policy proposals, preparing timely supervision reports and progress reporting;
- xi. Represents the Ministry in conferences, seminars and meetings, both locally and abroad;
- xii. Carries out other tasks that may, from time to time, be assigned by the Permanent Secretary;
- xiii. Any other duties, as directed by the Principal Permanent Secretary.