

Anness A



Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjeg	Project Officer – “Procurement of Medical Equipment” (ERDF.03.273)

OFFICE of the DEPUTY PRIME MINISTER and MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jappoġġja fl-amministrazzjoni u l-ġestjoni ta' kuljum tal-proġett “Procurement of Medical Equipment for Entities within the Office of the Deputy Prime Minister and Ministry for Health – ERDF.03.273”, fil-qafas tal-Unjoni Ewropea taħt il-Fond Soċjali Ewropew – Programm Operattiv II.
- ii. Jassisti lill-Amministratur tal-Proġett u lill-Mexxej tal-Proġett fl-implimentazzjoni tal-proġett, u jiżgura li l-miri kollha stabbiliti fil-ftehim tal-ġhotja u fit-tenders jiġu segwiti.
- iii. Jgħin fil-koordinazzjoni tal-attivitajiet ta' riċerka relatati sabiex jinkisbu r-riżultati u l-prodotti mistennija.
- iv. Jipprepara dokumentazzjoni relatata mal-aspetti finanzjarji tal-proġett, kif iddirett mill-Amministratur u mill-Mexxej tal-Proġett.
- v. Jipprepara rapporti miktuba regolari u jqassamhom lill-partijiet interessati kollha.
- vi. Jdaħħal u jżomm lista aġġornata ta' benefiċjarji potenzjali.
- vii. Jikkordina mal-aġenziji, istituzzjonijiet u korpi relevanti biex ikun żgurat li l-proġett jiġi implimentat b'suċċess.
- viii. Jżomm u jorganizza dokumentazzjoni xierqa relatata mal-proġett.
- ix. Jirreġistra, jaħżen u jipprovdi informazzjoni lill-korpi ta' monitoraġġ.
- x. Jwettaq kwalunkwe dmir ieħor neċessarju għall-implimentazzjoni tal-proġett kif assenjat mill-Mexxej u/jew Maniġer tal-Proġett.
- xi. Jittejjeb fil-ħiliet tiegħu permezz ta' taħriġ intern u estern u jadatta ruħu għad-diversi responsabbiltajiet tax-xogħol.
- xii. Juża s-sistemi tal-IT u għodod teknoloġiċi oħra pprovduti mill-Awtorità Maniġerjali jew sistemi oħra li jkunu fis-seħħ fi ħdan l-Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa.
- xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Project Officer – “Procurement of Medical Equipment” (ERDF.03.273)



OFFICE of the DEPUTY PRIME MINISTER and MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

- i. supporting the day-to-day administration and management for the “Procurement of Medical Equipment for Entities within the Office of the Deputy Prime Minister and Ministry for Health – ERDF.03.273” project within the framework of European Union under the European Social Fund – Operational Programme II;
- ii. assisting the Project Administrator and Project Leader in the implementation of the project and ensure all targets established in the grant agreement and tenders are being followed;
- iii. helping with the coordination of the related research activities in order to achieve the projected results and deliverables;
- iv. helping with the preparation of documentation related to financial aspects of the projects as directed by the Project Administrator and Project Leader
- v. helping with the preparation of regular written reports and their distribution to all the relevant stakeholders;
- vi. assisting in putting and maintaining an updated list of potential beneficiaries;
- vii. assisting in liaising with all the necessary agencies, institutions and bodies involved for the successful implementation of this project;
- viii. maintaining and keeping proper documentation related to the project;
- ix. recording, storing and providing information to monitoring bodies;
- x. performing any other duties necessary for the successful implementation of this project and as may be assigned by the Project Leader and/or the Project Manager;
- xi. being prepared to improve skills through internal and external training, and able to adapt to the variety of commitments related to the job;
- xii. making use of the Information Technology systems and other technological tools provided by the Managing Authority or other systems which may be in operation within the Office of the Deputy Prime Minister and Ministry for Health.
- xiii. Undertake any other tasks, which the superior may delegate to them, as may be required; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.