

Anness A

Ministry:	<i>Ministeru għall-Enerġija, l-Ambjent u R-Rigenerazzjoni tal-Port il-Kbir</i>	 GVERN TA' MALTA MINISTERU GĦALL-ENERĠIJA, L-AMBJENT U R-RIGENERAZZJONI TAL- PORT IL-KBIR
Job Title:	<i>Manager I</i>	
Dmirijiet u Responsabbiltajiet		

- i. Tmexxi l-proċessi tal-Procurement skond il-Public Procurement Regulations
- ii. Thejji u toħroġ Talbiet għall-Kwotazzjonijiet (Requests for Quotations – RFQs).
- iii. Tevalwa l-kwotazzjonijiet sottomessi.
- iv. Thejji rapporti ta' evalwazzjoni relatati mal-procurement u id-dokumentazzjoni kollha relatati.
- v. Tipproċessa invoices u d-dokumentazzjoni meħtieġa għall-hlas.
- vi. Tassisti fit-thejji, il-koordinazzjoni u l-ipproċessar ta' proċeduri ta' sejhiet għall-offerti (tenders), skont il-ħtieġa.
- vii. Toħloq, thejji u tippubblika kontenut fuq is-siti soċjali u fuq pjattaformi diġitali tal-Uffiċċju
- viii. Tiddisinja materjal promozzjonali, posters u materjal ieħor ta' komunikazzjoni permezz tal-ghodod disponibbli għad-disinn.
- ix. Thejji preżentazzjonijiet professjonali u materjal diġitali għal laqgħat, avvenimenti u sessjonijiet edukattivi.
- x. Twettaq monitoraġġ ta' kuljum tal-pjattaformi tal-aħbarijiet lokali online, tas-siti soċjali u tal-pjattaformi oħra rilevanti sabiex tidentifika artikli, rapporti, posts u kontenut ieħor relatat mal-benesseri tal-annimali, il-moħqrija tal-annimali, il-Kummissarju għat-Trattament Xieraq tal-Annimali u l-Uffiċċju tal-Kummissarju għat-Trattament Xieraq tal-Annimali.
- xi. Thejji u tagħti preżentazzjonijiet edukattivi dwar “It-Trattament xieraq tal-Annimali u responsabilitajiet marbuta maz-zamma tagħhom”, fi skejjel primarji, fi SkolaSajf u f'istituzzjonijiet jew ambjenti edukattivi oħra madwar Malta u Għawdex.
- xii. Tirrappreżenta lill-Uffiċċju, meta jkun meħtieġ, waqt attivitajiet edukattivi
- xiii. Tassisti fl-ippjanar, l-organizzazzjoni, il-koordinazzjoni u t-tweġġ ta' avvenimenti pubbliċi u inizjattivi ta' għarfien dwar il-benesseri tal-annimali, inklużi : Animal Honours Awards, Festa Annimali; u Avvenimenti oħra organizzati mill-Uffiċċju jew li fihom ikun involut l-Uffiċċju.
- xiv. Tkun disponibbli sabiex tattendi avvenimenti li jistgħu jsiru fi tmiem il-ġimgħa jew fil-festi pubbliċi, meta jkun meħtieġ.
- xv. Tattendi u tassisti f'intervisti fuq it-televiżjoni u r-radju, kif ukoll f'attivitajiet oħra tal-midja mmirati lejn il-promozzjoni tal-għarfien dwar il-benesseri tal-annimali u r-responsabbiltajiet marbuta ma' tal-annimali domestiċi.
- xvi. Tipprovdi appoġġ amministrattiv, logistiku u ta' komunikazzjoni b'rabta ma' dehriet fil-midja u komunikazzjonijiet pubbliċi.
- xvii. Tassisti lill-Manager II u lill-Kummissarju għat-Trattament Xieraq tal-Annimali fl-amministrazzjoni ta' kuljum u fit-tħaddim effiċjenti tal-Uffiċċju tal-Kummissarju għat-Trattament Xieraq tal-Annimali.
- xviii. Twettaq kull dmir ieħor li jista' raġonevolment jiġi assenjat mill-Kummissarju għat-Trattament Xieraq tal-Annimali u/jew mill-Manager II.
- xix. Twettaq kull dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' oqsma oħra kif ikkonfermat mis-Segretarju Permanenti;
- xx. Twettaq kull komputu ieħor li s-superjur jista' jiddelega lilha/lilu, kif jista' jkun meħtieġ;
- xxi. Kull dmir ieħor 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 I</i>	
Duties and Responsibilities		

- i. Manage procurement processes in accordance with the Public Procurement Regulations.
- ii. Prepare and issue Requests for Quotations (RFQs).
- iii. Evaluate quotations received from suppliers.
- iv. Prepare procurement evaluation reports and related documentation.
- v. Process invoices and supporting documentation for payment.
- vi. Coordinate and process tender procedures, as required.
- vii. Create and publish content on the Office's social networking site and design other projects on existing content-sharing platforms.
- viii. Design promotional materials and posters using any existing design tools.
- ix. Prepare professional presentations for meetings, events and educational sessions.
- x. Conduct a daily review of digital news online platforms, social networking sites and content-sharing platforms to identify articles relating to: Animal welfare; Animal cruelty; The Commissioner for Animal Welfare; and The Office of the Commissioner for Animal Welfare.
- xi. Deliver educational presentations about 'Animal Awareness and Responsibility' as requested by primary schools, Skola Sajf and/or other educational institutions across Malta and Gozo;
- xii. Occasionally representing the Office during other educational activities.
- xiii. Assist in the planning, organisation and delivery of public events and awareness initiatives, including: Animal Honours Awards; Festa Annimali; and Other events organised by or involving the Office.
- xiv. Be available to attend events that may take place during weekends or public holidays, when required.
- xv. Attend and assist with television and radio interviews promoting animal welfare awareness and responsible pet ownership.
- xvi. Provide administrative and logistical support related to media appearances and public communications.
- xvii. Assist the Manager II and the Commissioner for Animal Welfare in the day-to-day administration and efficient operation of the Office of the Commissioner for Animal Welfare.
- xviii. Perform any other duties that may reasonably be assigned in support of the Office's functions and objectives by the Commissioner for Animal Welfare and/or the Manager II.
- xix. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xx. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xxi. Any other duties as directed by the Principal Permanent Secretary