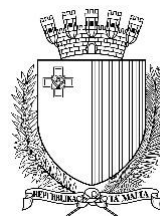


Anness A

Ministeru	Ministeru għall-Gvern Lokali u x-Xogħlijiet Pubbliċi
L-impjieg	Assistant Manager



MINISTERU GĦALL-GVERN LOKALI U X-XOGĦLIJET PUBBLIĊI

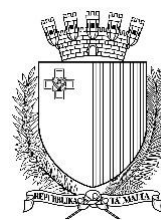
BLOKK A, TRIQ FRANCESCO BUONAMICI, II-FURJANA, FRN 1700 MALTA

Dmirijiet u responsabbiltajiet

- i. Izomm ruħu aġġornat bl-iżviluppi f'oqsma ta' interess għad-Dipartiment rispettiv u jiddiskuti mas-senior management rispettiv l-inizjattivi li għandhom jittiehdu;
- ii. Izomm kuntatt mal-uffiċjali tad-dipartiment, sabiex jiżgura azzjoni f'waqtha u korretta lill-manigment tad-dipartiment;
- iii. Jipparteċipa fl-analiżi kontinwa fi ħdan id-dipartimenti f'oqsma ta' xogħol/servizzi identifikati mill-manigment
- iv. Jiġbor u janalizza informazzjoni u statistika għall-użu ta' kitba ta' rapporti u/jew esekuzzjoni ta' kompiti oħra meħtieġa, taħt is-supervizjoni, kif ikun meħtieġ, inkluża statistika mitluba għall-mistoqsijiet parlamentari, fost l-oħrajn;
- v. Jipprovdi l-appoġġ meħtieġ lis-senior management fit-tmexxija tas-servizzi provduti fid-dipartiment;
- vi. Jassisti lis-senior management fl-immaniġġjar u t-twettiq ta' ħidmiet fdati lid-Dipartiment;
- vii. Jipproponi rakkomandazzjonijiet għas-simplifikazzjoni tal-proċessi u jsegwi fuq l-implimentazzjoni tagħhom;
- viii. Jipprovdi appoġġ u Jiżgura aġġornament regolari ta' databases relatati mal-operat tad-dipartiment;
- ix. Jeżegwixxi ċekkjar u vverifikar skont l-istruzzjonijiet mogħtija u r-regolamenti u proċeduri applikabbli u jassigura li r-rapporti ppreparati jiġu vverifikati u sussegwentament sottomessi fil-ħin;
- x. Iwettaq kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu kif jista' jkun meħtieġ;
- xi. Iwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Local Government and Public Works
Job Title	Assistant Manager



MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS
BLOCK A, FRANCESCO BUONAMICI STREET, FLORIANA FRN1700, MALTA

Duties and responsibilities

- i. Keeps up to date with developments in areas of interest to the respective Department and discusses with the respective senior management possible initiatives to be undertaken;
- ii. Liaises with the relevant officers, in order to ensure correct and timely action needed, to the management of the department;
- iii. Participates in the ongoing analysis within the Department in specified areas of work / services identified by the management;
- iv. Collects and analyses statistical data and information used to complete reports and/or tasks, under supervision, as required, including data requested for parliamentary questions, amongst others;
- v. Provides support to senior management in the delivery of services pertaining to the department;
- vi. Assists the senior management in managing and carrying out effectively the administrative tasks entrusted to the department;
- vii. Proposes recommendations for simplification of processes and follows up on their implementation
- viii. Provides support and ensures regular updating of databases relating to operations of the department;
- ix. Carries out checks and verifications according to instructions received and applicable regulations and procedures, and ensures that reports prepared are vetted and subsequently submitted in a timely manner;
- x. Undertakes any other tasks, which the superior may delegate to him, as may be required; and
- xi. Undertakes any other duties as directed by the Principal Permanent Secretary.