

Anness A



Ministeru	<i>Ministeru għall-Arti, Kultura u Wirt Nazzjonali</i>
L-impjeg	<i>Manager I</i>

MINISTERU GĦALL-ARTI, KULTURA U WIRT NAZZJONALI
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Iwettaq riċerka u jiġbor informazzjoni biex jippjana x-xiri ta' prodotti u servizzi skont l-għanijiet u l-politiki tad-Dipartiment, filwaqt li jmessi t-tim u r-riżorsi assenjati;
- ii. Isegwi l-funzjonijiet tal-operat u t-tweġġ tagħhom, inkluż ix-xiri, id-distribuzzjoni, il-kontroll, iż-żamma tar-rekords u dmirijiet relatati;
- iii. Jidentifika proċeduri li jistgħu jeħtieġu simplifikazzjoni fil-proċessi, it-tfassil mill-ġdid tal-proċessi tax-xogħol u/jew titjib ieħor relatat mad-deċiżjonijiet dwar ix-xiri, filwaqt li jipprovdi pariri u soluzzjonijiet ċari skont il-ħtiġijiet operattivi;
- iv. Jiċċekkja b'mod regolari li l-proċeduri stabbiliti ikunu segwiti u jgħin fit-thejjja ta' rapporti dwar l-azzjonijiet korrettivi meħtieġa mis-superjuri u minn partijiet oħra;
- v. Juża s-CFMS u għodod elettronici oħra disponibbli biex japplika l-proċeduri u jtejjeb it-trasparenza fil-proċessi tal-akkwist relatati mal-operat tad-Dipartiment;
- vi. Jidentifika b'mod indipendenti l-ħtiġijiet tal-operat, jimmaniġġja proċeduri attwati ta' xiri u jiġbor informazzjoni rilevanti minn sorsi differenti b'mod strutturat;
- vii. Jippjana u jikkordina flimkien mas-superjuri tiegħu biex jiżgura li l-impjegati jkollhom dak li jeħtieġu biex jaħdmu u li jkun hemm kontrolli biex titnaqqas il-ħela;
- viii. Jiżgura li l-proċeduri tal-ġestjoni tar-riżorsi jiġu segwiti b'mod korrett u jdaħħal id-data meħtieġa fis-sistemi ta' ġestjoni tad-Dipartiment;
- ix. Jiġbor informazzjoni biex jittiehdu deċiżjonijiet operattivi u jagħmel rakkomandazzjonijiet ibbażati fuq id-data u r-riskju, u jikkomunika b'mod ċar ma' partijiet interessati differenti;
- x. Jieħu schem attiv f'seġhiet għall-kwotazzjonijiet u jappoġġja l-komunikazzjoni bejn il-partijiet interessati u l-fornituri tas-servizzi biex il-proċess tal-akkwist jitlesta fil-ħin;
- xi. Iwettaq kull kompitu ieħor assenjat mis-superjur, kif meħtieġ;
- xii. Iwettaq kull dmir ieħor skont kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	<i>Ministry for Arts, Culture and National Heritage</i>
Job title	<i>Manager I</i>

MINISTRY FOR ARTS, CULTURE AND NATIONAL HERITAGE
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Duties and responsibilities

- i. Researches and gathers information to plan the purchase of goods and services in line with departmental objectives and policies, while managing the assigned team and resources;
- ii. Oversees operational support functions, including purchasing, distribution, control, record-keeping and related duties;
- iii. Identifies procedures that may require simplification of processes, business process re-engineering and/or other improvements related to purchasing decisions whilst providing clear advice and solutions in line with operational requirements;
- iv. Checks regularly that established procedures are followed and helps prepare reports on corrective action required by senior management and other parties;
- v. Uses CFMS and other available electronic tools to apply procedures and improve transparency in procurement processes related to departmental operations;
- vi. Independently identifies operational needs, manages standard procurement procedures and gathers relevant information from different sources in a structured way;
- vii. Plans and coordinates with senior management to ensure employees have what they need to work and that controls are in place to reduce waste;
- viii. Ensures that resource management procedures are followed correctly and enters the required data into the Department's management systems;
- ix. Gathers information to make operational decisions and recommendations based on data and risk, and communicates clearly with different stakeholders;
- x. Takes an active part in calls for quotations and supports communication between stakeholders and service providers to keep the procurement process on time;
- xi. Carries out any other tasks assigned by the superior, as required;
- xii. Performs any other duties directed by the Principal Permanent Secretary.