

Anness A



Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjieg	Position of Project Administrator - 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

- il-ġestjoni tal-amministrazzjoni ta' kuljum għall-proġett "Procurement of Medical Equipment for Entities within the Office of the Deputy Prime Minister and Ministry for Health Malta – ERDF.03.273";
- il-koordinazzjoni mill-qrib mal-Mexxej tal-Proġett fl-implimentazzjoni tal-proġett u l-azzjoni biex jiġi żgurat li l-miri stabbiliti fil-ftehim ta' għotja u fit-tenders qed jiġu segwiti;
- il-koordinazzjoni ma' l-entitajiet u l-korpi kollha meħtieġa għall-implimentazzjoni b'suċċess ta' dan il-proġett;
- ir-responsabbiltà biex jinżamm pjan dettaljat tal-proġett, is-segwitu tal-progress, il-miri u l-produzzjonijiet ewlenin, kif ukoll l-attenzja f'laqgħat relatati mal-proġett kif meħtieġ;
- ir-responsabbiltà li tinżamm u tiġi miżmuma dokumentazzjoni xierqa relatata mal-proġett u li tingħata informazzjoni lill-Mexxej tal-Proġett kif meħtieġ, kif ukoll it-tnejn u s-sottomissjoni ta' rapporti dwar l-istat tal-proġett, biex jiġi żgurat li l-attivitajiet kollha tal-proġett ikunu dokumentati sew;
- il-ġestjoni tar-relazzjonijiet mal-awdituri u l-evalwaturi tal-proġett kif meħtieġ, kif ukoll l-intrapriża ta' inizjattivi u eżerċizzji ta' relazzjonijiet pubbliċi relatati mal-proġett;
- is-sorveljanza tal-eżekuzzjoni finanzjarja tal-proġett biex tiġi żgurata l-konformità mar-regolamenti tal-finanzjament tal-Unjoni Ewropea u l-politiki nazzjonali, inkluż is-segwitu tal-baġit tal-proġett, il-monitoraġġ tal-impenji, l-infiq u l-bilanċi pendenti, kif ukoll iż-żamma ta' rekords finanzjarji preċiżi u l-alloċazzjoni korretta tat-transazzjonijiet finanzjarji kollha;
- il-verifika tal-fatturi u l-proċessar tal-hlasijiet kollha tal-proġett, tiġi garantita traċċabbiltà sħiħa tal-awditu tat-transazzjonijiet finanzjarji kollha, u tiġi żgurata l-koordinazzjoni mal-awdituri tal-proġett u l-indirizzar ta' mistoqsijiet finanzjarji minn awdituri u partijiet interessati oħra;
- it-tnejn ta' rapporti finanzjarji dettaljati, l-għajnuna fil-kompilazzjoni ta' rendikonti finanzjarji, dokumentazzjoni ta' appoġġ u ġustifikazzjonijiet għall-awditi interni u esterni;
- l-indirizzar ta' kwalunkwe sfidi logistiċi flimkien mat-timijiet rilevanti;
- li tiġi żgurata konformità mar-regoli tal-Unjoni Ewropea u dawk nazzjonali, il-Manwal tal-Proċeduri u dokumentazzjoni oħra relatata mal-implimentazzjoni;
- li wieħed jibqa' infurmat dwar l-iżviluppi u tibdiliet relatati, jattendi laqgħat u jiehu azzjoni biex ikun infurmat sewwa dwar l-obbligi li jirriżultaw minn regolamenti u regoli tal-Unjoni Ewropea;
- li twettaq kwalunkwe dmirijiet oħra meħtieġa għall-implimentazzjoni b'suċċess ta' dan il-proġett u kif jistgħu jiġu assenjati mill-Mexxej tal-Proġett;
- li tkun lesta li ttejjeb il-hiliet personali permezz ta' taħriġ intern jew estern, u li tkun kapaċi tadatta ruhha għad-diversi impenji relatati max-xogħol;
- li jsir użu mis-sistemi tat-Teknoloġija tal-Infurmazzjoni u għodod teknoloġiċi oħra provduti mill-Awtorità Maniġerjali jew minn sistemi oħra li jistgħu jkunu operattivi fi hdan l-Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa.
- Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-meħtieġa; u
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewleni

People Management Directorate

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Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Position of Project Administrator – 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. managing the day-to-day administration for the “Procurement of Medical Equipment for Entities within the Office of the Deputy Prime Minister and Ministry for Health Malta – ERDF.03.273” project;
- ii. liaising closely with the Project Leader in the implementation of the project and ensure all targets established in the grant agreement and tenders are being followed
- iii. liaising with all the necessary entities and bodies involved for the successful implementation of this project
- iv. responsible for maintaining a detailed project plan, tracking progress, milestones, and key deliverables, and attending project meetings as required
- v. responsible for maintaining and keeping proper documentation related to the project and providing information to the Project Leader as required and preparing and submitting project status reports, ensuring that all project activities are well-documented.
- vi. managing relationship with auditors and evaluators of the project as required and undertaking public relations initiatives and exercises connected to the project
- vii. oversee the financial execution of the project ensuring compliance with EU funding regulations and national financial policies, including monitor the project budget, tracking commitments, expenditures and outstanding balances and maintaining accurate financial records and ensure that all financial transactions are correctly allocated
- viii. verify invoices and process all project payments, guarantee full audit trail of all financial transactions and liaise with project auditors and address financial queries from auditors and other stakeholders
- ix. prepare detailed financial reports, assist in compiling financial statements, supporting documentation and justifications for internal and external audits
- x. address any logistical challenges in collaboration with relevant teams.
- xi. ensuring compliance with European Union and national rules, Manual of Procedures and other documentation related to the implementation
- xii. keeping abreast of changes and developments, attending meetings and acting to be well informed with regard to developments about obligations arising under the European Union rules and regulations
- xiii. performing any other duties necessary for the successful implementation of this project and as may be assigned by the Project Leader
- xiv. being prepared to improve skills through internal and external training, and able to adapt to the variety of commitments related to the job
- xv. 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
- xvi. Undertake any other tasks, which the superior may delegate to them, as may be required; and
- xvii. Any other duties as directed by the Principal Permanent Secretary.