

Anness A

Ministry:	<i>Ministeru għaż-Zgħażaġh, Benesseri u l-Implimentazzjoni tal-Programm Elettorali</i>	 GVERN TA' MALTA MINISTERU GHAŻ-ZGHAŻAGH, BENESSERI, U L-IMPLIMENTAZZJONI TAL-PROGRAMM ELETTORALI
Job Title:	<i>Manager I</i>	
Dmirijiet u Responsabbiltajiet		

- i. Jissorvelja l-operat ta' kuljum, billi jiżgura effiċenza u konformita' fi hdan id-dipartiment;
- ii. Imexxi u jaħdem ma' timijiet differenti biex jiżgura li l-pjanijiet tad-dipartimenti kollha jimxu bla xkiel;
- iii. Jieħu hsieb ż-żamma tal-kotba u jassisti fit-tnejjja taż-żamma ta' kontijiet bħalma huma bilanċi tar-registru u sottomissjonijiet oħra rilevanti;
- iv. Jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti;
- v. Jippjana, jikkoordina u jimmaniġġja l-operazzjonijiet kollha fi hdan id-Dipartiment biex jinżamm livell ta' sodisfazzjon tal-klijent;
- vi. Jivvlaluta, taħt superviżjoni, virements fi hdan il-voti kif ukoll talbiet għal fondi addizzjonali u l estimi riveduti;
- vii. Izomm skedi ta' żmien tal-proġetti biex jiżgura li l-kompiti jitwettqu b'mod effettiv;
- viii. Jiżgura li l-mistoqsijiet u l-ilmenti kollha riċevuti jitwieġbu fil-hin;
- ix. Izomm ruħu aġġornat ma' sistemi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif jintalab jagħmel;
- x. Jipprovdi assistenza u rakkomandazzjonijiet lill-manigment superjuri;
- xi. Izomm l-għanijiet u l-politiki tad-dipartiment bħala prijorita', jikkonferma kif xieraq, u jimmedja mas-subordinati biex jintlaħqu l-miri;
- xii. Jirrapreżenta lid-dipartiment fil-laqgħat;
- xiii. Jaqdi dmirijiet relatati ma' proġetti speċifiċi li jaqghu taħt il-mandat tad-Dipartiment;
- xiv. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jistgħu jkunu qed joperaw fi hdan l-Uffiċċju tal-Ministeru taż-Zgħażaġh, Benesseri i l-Implimentazzjoni tal- Programm Elettorali;
- xv. Kwalinkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha kif jista' jkun meħtieġ;
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry:	<i>Ministry for Youth, Wellbeing and the Implementation of the Electoral Programme</i>	 GOVERNMENT OF MALTA MINISTRY FOR YOUTH, WELLBEING AND THE IMPLEMENTATION OF THE ELECTORAL PROGRAMME
Job Title:	<i>Manager I</i>	
Duties and Responsibilities		

- i. Oversees the day-to-day operation, ensuring efficiency and compliance within the Department;
- ii. Leads and works with different teams to ensure all department's plans run smoothly;
- iii. Deals with bookkeeping and assists in the preparation of accounts, such as ledger balances and other relevant submissions;
- iv. Assists in the compilation of publications and reports;
- v. Planning, coordinating and managing all operations within the department to maintain an elevated level of customer satisfaction;
- vi. Assesses under supervision, virements within the votes as well as requests for additional funding and the revised estimates;
- vii. Maintains projects timelines to ensure tasks are accomplished effectively;
- viii. Ensures that all queries and complaints received are replied in a timely manner;
- ix. Keeps abreast with accounting systems, procedures and applications, and follows training as directed;
- x. Provides assistance and recommendations to senior management;
- xi. Keeps the department's objectives and policies and priority, compiles accordingly, and mediates with subordinates to achieve targets;
- xii. Represents the Department at meetings;
- xiii. Performs duties related to specific projects falling under the remit of the Department;
- xiv. Make use of the Information Technology systems which may be in operation within the Ministry for Youth, Wellbeing and the Implementation of the Electoral Programme;
- xv. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xvi. Any other duties as directed by the Principal Permanent Secretary;