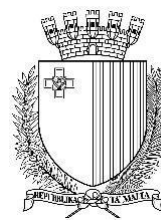


Anness A

Ministeru	<i>Ministeru għall-Intern u s-Sigurta`</i>
L-impjeg	<i>Post ta' Manager I (Project Management)</i>

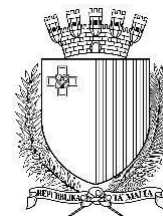


MINISTERU GĦALL-INTERN U S-SIGURTA'
35 TRIQ L-IFRAN, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jgħin lill-Kap tad-Dipartiment, jew ir-rappreżentant assenjat tiegħu, fit-tmexxija ġenerali u l-eżekuzzjoni tal-proġetti;
- ii. Jipprijoritizza, jorganizza u jimmonitorja l-progress tal-proġetti, flimkien mal-Mexxejja tal-Proġetti u jiżviluppa pjanijiet ta' hidma inkluż l-iffissar ta' kompiti, skadenzi u monitoraġġ u sommarju tal-progress tal-proġetti assenjati;
- iii. Jikseb il-permessi kollha meħtieġa, għall-bidu u t-twettiq ta' proġetti u jiżgura li l-proġetti jkunu konformi mal-Liġijiet u r-Regolamenti ta' Malta;
- iv. Jissorvelja proġetti mill-ippjanar sal-istadju finali inkluż il-monitoraġġ tal-bar chart biex jiżgura effiċjenza massima fl-eżekuzzjoni b'suċċess tal-proġetti għall-istandards ta' kwalità meħtieġa;
- v. Jikkoordina l-laqgħat kollha bejn il-partijiet interessati rilevanti biex jamministra l-ippjanar, il-koordinazzjoni u s-superviżjoni tal-proġetti biex jiżgura li dawn jitwettqu sal-iskadenzi stipulati, id-disinn/layouts miftiehma, l-iskedi u l-baġits;
- vi. Jattendi laqgħat meħtieġa b'rabta ma' proġetti f'Malta u barra;
- vii. Jevalwa l-aġġornamenti tal-proġetti, u jistaqsi b'mod kritiku s-sottomissjonijiet għal feedback aktar kwalitattiv;
- viii. Jissorvelja mill-qrib l-ispejjeż tal-proġetti u jirrapporta regolarment dwar il-progress u jirrapporta immedjatament kwalunkwe devjazzjoni fil-proġetti inkluż l-impatt finanzjarju ta' tali devjazzjonijiet jew telf ta' fondi ta' diversi proġetti mwettqa mid-Dipartiment lill-Kap tad-Dipartiment, inklużi problemi li qed jeskalaw li jistgħu jaffettwaw is-suċċess. tlestija ta' proġetti jew telf ta' fondi;
- ix. Jipprepara rapporti ta' konsenja u ċertifikat għal proġetti finalizzati filwaqt li jivverifika u jipproċessa x-xogħlijiet kollha mwettqa kontra l-fatturi sottomessi;
- x. Jagħmel l-aħjar użu tas-software inkluż is-software tal-ġestjoni tal-proġetti u l-fotografija digitali biex ikun jista' jzomm rekords ta' proġetti li għaddejjin f'format digitali;
- xi. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xii. Iwettaq kwalunkwe dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR HOME AFFAIRS AND SECURITY
35, OLD BAKERY STREET, VALLETTA, MALTA

Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Post of Manager I (Project Management)</i>

Duties and responsibilities

- i. Assists the Head of Department, or his assigned representative, in the overall management and execution of projects;
- ii. Prioritises, organises and monitors the progress of projects, in liaison with Project Leaders and develop work plans including setting of tasks, deadlines and monitoring and summarizing progress of the assigned projects;
- iii. Obtains all necessary permits, for the commencement and execution of projects and ensures that projects are in compliance with the Laws and Regulations of Malta;
- iv. Supervises projects from planning to final stage including bar chart monitoring to ensure maximum efficiency in the successful execution of projects to required quality standards;
- v. Co-ordinates all meetings between the relevant stakeholders to manage planning, coordinating and supervising of projects to ensure that these are carried out by the stipulated deadlines, agreed design/layouts, schedules and budgets;
- vi. Attends necessary meetings in connection with projects in Malta and abroad;
- vii. Evaluates projects' updates, and critically question submissions to more qualitative feedback;
- viii. Closely monitors the costs of projects and regularly reports on the progress and reports immediately any deviations in projects including financial impact of such deviations or loss of funds of various projects undertaken by the Department to the Head of Department, including escalating problems which might affect the successful completion of projects or loss of funds;
- ix. Prepares handing-over reports and certificate for finalised projects whilst verifying and processing all works carried out against submitted invoices;
- x. Makes optimal usage of office software including project management software and digital photography to be able to keep records of ongoing projects in digital format ;
- xi. Undertake any other tasks, which the superior may delegate to him/her, as may be required ;
- xii. Carry out any other duties that may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii. Any other duties as directed by the Principal Permanent Secretary.