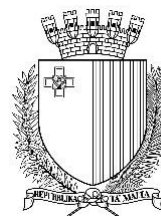


Anness A

Ministeru	Ministeru għall-Infrastruttura, l-Ippjanar u x-Xogħol
L-impjeg	Maniġer I (Project Management)



MINISTERU GĦALL-INFRASTRUTTURA, L-IPPJANAR U X-XOGĦOL

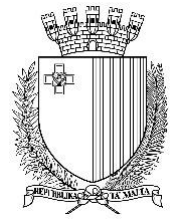
BLOKK B, FRANCESCO BUONAMICI STREET, IL-FURJANA, FRN 1710

Dmirijiet u responsabbiltajiet

- i. Jassisti lid-Direttur u Assistent Direttur imexxi id-Direttorat, inkluż l-ippjanar, l-allokazzjoni u l-prijoritizzazzjoni tax-xogħol, u jiżgura li l-għanijiet u l-iskadenzi jintlaħqu;
- ii. Jassisti lill-Assistent Direttur imexxi l-koordinazzjoni u l-monitoraġġ tal-implimentazzjoni tal-miżuri tal-baġit u tal-Proposti tal-Manifest Elettorali (EMPs) li jaqgħu taħt il-portafoll tal-Ministeru;
- iii. Ifassal pjanijiet ta' implimentazzjoni għal kull miżura, f'konsultazzjoni mad-Direttorati, mad-Dipartimenti u mal-entitajiet rilevanti, li jistabbilixxu l-azzjonijiet, il-miri, il-perjodi ta' żmien, ir-responsabbiltajiet u r-rizorsi meħtieġa;
- iv. Jiżgura li l-miżuri jiġu implimentati b'mod korrett u fil-perjodi ta' żmien stabbiliti, u jsolvi l-ostakli u l-kwistjonijiet ta' koordinazzjoni bejn il-partijiet interessati;
- v. Jidentifika, jivvaluta u jimmaniġġja r-riskji għat-tweġtiq tal-miżuri, u jagħti parir lill-maniġment għoli dwar il-prijoritajiet, ir-riskji u l-azzjoni korrettiva;
- vi. Jirrevedi u japprova rapporti ta' progress u returns dwar il-miżuri tal-baġit u l-EMPs qabel ma jiġu sottomessi lill-Uffiċċju tas-Segretarju Permanenti, u jiżgura li jkunu preċiżi u affidabbli;
- vii. Jissorvelja l-monitoraġġ tal-allokazzjonijiet finanzjarji u tan-nefqa relatati mal-miżuri tal-baġit;
- viii. Jistabbilixxi u jżomm sistemi ta' monitoraġġ, indikaturi tal-prestazzjoni u trackers biex jitkejlu l-progress u r-risultati tal-miżuri;
- ix. Ihejji briefs, preżentazzjonijiet u tweġibiet għal mistoqsijiet oħra għall-Ministru u għas-Segretarju Permanenti dwar l-implimentazzjoni tal-miżuri;
- x. Jirrappreżenta lid-Direttorat u lill-Ministeru f'laqgħat bejn il-Ministeri, gruppi ta' hidma, kumitati ta' tmexxija u fora oħra relatati mal-implimentazzjoni tal-impenji tal-Gvern;
- xi. Jissorvelja, fejn applikabbli, l-implimentazzjoni ta' proġetti u programmi oħra mwettqa mill-Ministeru, inklużi dawk iffinanzjati minn fondi tal-UE jew minn sorsi oħra ta' finanzjament, skont il-meħtieġa;
- xii. Jikkontribwixxi għall-pjan annwali tan-negozju (business plan) u għall-estimi tal-baġit tad-Direttorat, u jimmonitorja l-użu tar-rizorsi allokat li lill-unità;
- xiii. Iżomm ruħu aġġornat dwar l-iżviluppi fil-monitoraġġ tal-politika, fl-immaniġġjar tal-proġetti u fl-amministrazzjoni pubblika, u jattendi għal taħriġ kif meħtieġ;
- xiv. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif ikun meħtieġ; u
- xv. Jwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Anness A

Ministry	Ministry for Infrastructure, Planning and Employment
Job Title	Manager I (Project Management)



MINISTRY FOR INFRASTRUCTURE, PLANNING AND EMPLOYMENT

BLOCK B, FRANCESCO BUONAMICI STREET, FLORIANA, FRN 1710

Duties and responsibilities

- i. Assisting the Director and Assistant Director in leading a unit within the Directorate, including planning, allocating and prioritising work, and ensuring that objectives and deadlines are met;
- ii. Assisting the Assistant Director in leading the coordination and monitoring of the implementation of budget measures and Electoral Manifesto Proposals (EMPs) falling under the Ministry's portfolio;
- iii. Drawing up implementation plans for each measure in consultation with the relevant Directorates, Departments and entities, setting out actions, milestones, timeframes, responsibilities and resource requirements;
- iv. Ensuring that measures are implemented correctly and within the established timeframes, and resolving bottlenecks and coordination issues between stakeholders;
- v. Identifying, assessing and managing risks to the delivery of measures, and advising senior management on priorities, risks and corrective action;
- vi. Reviewing and approving progress reports and returns on budget measures and EMPs before submission to the Office of Permanent Secretary, and ensuring their accuracy and reliability;
- vii. Overseeing the monitoring of financial allocations and expenditure related to budget measures;
- viii. Establishing and maintaining monitoring systems, performance indicators and trackers to measure the progress and outcomes of measures;
- ix. Preparing briefs, presentations and other queries for the Minister and the Permanent Secretary on the implementation of measures;
- x. Representing the Directorate and the Ministry in inter-ministerial meetings, working groups, steering committees and other fora relating to the implementation of Government's commitments;
- xi. Overseeing, where applicable, the implementation of other projects and programmes undertaken by the Ministry, including those financed through EU or other funding sources, as required;
- xii. Developing, reviewing and updating internal procedures and guidelines relating to the planning, monitoring and reporting of measures;
- xiii. Keeping abreast of developments in policy monitoring, project management and public administration, and undertaking training as required;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xv. Undertakes any other duties as directed by the Principal Permanent Secretary.