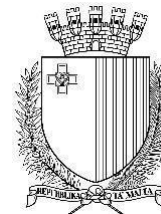


Annex A



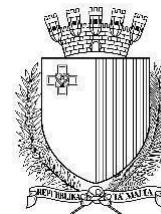
Dipartiment	Uffiċċju tal-Kummissjoni dwar is-Servizz Pubbliku
L-Impjeg	Assistant Manager

Kummissjoni dwar is-Servizz Pubbliku

Dmirijiet u responsabbiltajiet

- i. Jassisti lit-tim tal-Compliance fit-twettiq ta' kontrolli ta' konformita' f'Ministeri, f'isem il-Kummissjoni dwar is-Servizz Pubbliku, sabiex jiġi vverifikat li qed jiġu osservati l-proċeduri stabbiliti u l-implimentazzjoni tal-proċessi delegati, kif ukoll jassisti fil-preżentazzjoni ta' rapporti bil-miktub fuq il-kontrolli ta' konformita li jkunu twettqu;
- ii. Jassisti fil-koordinazzjoni u l-implimentazzjoni ta' proġetti ta' konformita, amministrazzjoni ġenerali kif ukoll xogħol ieħor *ad hoc*;
- iii. Jikkoordina ma' *stakeholders*, skont kif meħtieġ;
- iv. Iwieġeb għad-diffikultajiet li jidhlu permezz ta' korrispondenza, posta elettronika, telefon, jew mezzi oħra;
- v. Jgħin fit-thejjija ta' kull ġimgha għal-laqgħa tal-Kummissjoni, kif meħtieġ;
- vi. Jgħin lill-manigment superjuri u lit-tim b'appoġġ fil-qasam amministrattiv, kif meħtieġ;
- vii. Jaqdi dmirijiet oħra kif mitlub mis-Segretarju Eżekuttiv; u
- viii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Public Service Commission

Duties and responsibilities

- i. Assists the Compliance team in the conducting of compliance checks within Ministries, on behalf of the Public Service Commission, to verify that established standard procedures and the implementation of delegated processes are being adhered to, and also assists in the presentation of written compliance checks reports on the compliance activities undertaken;
 - ii. Assists in the coordination and implementation of compliance projects, general administration and *ad hoc* assignments;
 - iii. Liaises with stakeholders, as necessary;
 - iv. Attends to queries through correspondence, email, telephone or other means;
 - v. Assists in the weekly preparation of the Commission's meeting, as necessary;
 - vi. Assists and supports the senior management and team within the area of the administration, as necessary;
 - vii. Carries out any other tasks as directed by the Executive Secretary; and
 - viii. Any other duties as directed by the Principal Permanent Secretary.
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