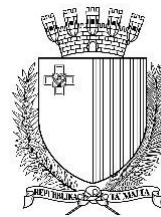


Anness A

Ministeru	Uffiċċju tal-Prim Ministru
L-Impjeg	Manager I



UFFIĊĊJU TAL-PRIM MINISTRU
3, PJAZZA KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jissorvelja l-operat ta' kuljum, billi jiżgura effiċjenza u konformita' fi ħdan id-Div iżjoni;
- ii. Imexxi u jaħdem ma' timijiet differenti biex jiżgura li l-pjanijiet kollha tad-Div iżjoni jimxu bla xkiel;
- iii. Jassisti fil-kompilazzjoni ta' pubblikazzjonijiet u rapporti;
- iv. Jippjana, jikkoordina u jimmaniġġja l-operazzjonijiet kollha fi ħdan id-Div iżjoni biex jinżamm livell ogħli ta' sodisfazzjon tal-klijent;
- v. Iżomm skedi ta' żmien tal-proġetti biex jiżgura li l-kompiti jitwettqu b'mod effettiv;
- vi. Jiżgura li l-mistoqsijiet u l-ilmenti kollha milqugħa jitwiegħbu fil-ħin;
- vii. Iżomm ruħu aġġornat ma' sistemi tal-Personnel, u jsegwi taħriġ kif jintalab jagħmel;
- viii. Jipprovdi assistenza u rakkomandazzjonijiet lill-manigment superjuri;
- ix. Iżomm l-għanijiet u l-politiki tad-Div iżjoni bħala prijorita', jikkumpila kif xieraq, u jimmedja mas-subordinati biex jintlaħqu l-miri;
- x. Jirrapreżenta lid-Div iżjoni fil-laqgħat;
- xi. Jaqdi dmirijiet relatati ma' proġetti speċifiċi li jaqgħu taħt il-mandat tad-Div iżjoni Nies u Standards;
- xii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha kif jista' jkun meħtieġ;
- xiii. Kwalunkwe komputu ieħor hekk kif ordnat mis-Segretarju Permanenti (Nies u Standards); u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Office of the Prime Minister
Job Title	Manager I

OFFICE OF THE PRIME MINISTER
3, PJAZZA KASTILJA, VALLETTA, MALTA

Duties and responsibilities

- i. Oversees the day-to-day operations, ensuring efficiency and compliance within the Division;
- ii. Leads and works with different teams to ensure all the Division's plans run smoothly;
- iii. Assists in the compilation of publications and reports;
- iv. Plans, coordinates and manages all operations within the Division to maintain an elevated level of customer satisfaction;
- v. Maintains projects timelines to ensure tasks are accomplished effectively;
- vi. Ensures that all queries and complaints received are replied to in a timely manner;
- vii. Keeps abreast with Personnel systems, procedures and applications, and follows training as directed;
- viii. Provides assistance and recommendations to senior management;
- ix. Keeps the Division's objectives and policies as a priority, compiles accordingly, and mediates with subordinates to achieve targets;
- x. Represents the Division at meetings;
- xi. Performs duties related to specific projects falling under the remit of the People and Standards Division;
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Undertakes any other duties as directed by the Permanent Secretary (People and Standards); and
- xiv. Any other duties as directed by the Principal Permanent Secretary.