# Anness A

| | |
|---|---|
| **Ministeru** | Ministeru għal Għawdex |
| **L-impjieg** | Project Manager for the Built Heritage Restoration Scheme |

GVERN TA' MALTA
MINISTERU GĦAL GĦAWDEX
Pjazza San Franġisk, ir-Rabat, Għawdex

## Dmirijiet u responsabbiltajiet

i. Jattendi għal taħriġ kontinwu skont il-ħtiġijiet kemm f'Malta u kemm f'Għawdex;
ii. Jikkoordina u jikkonsulta mas-Senior Officer biex jiġi żgurat li jkun hemm allinjament mal-għanijiet strateġiċi u konformità mal-proċeduri stabbiliti;
iii. Jipprovdi gwida ġenerali dwar l-Iskema tal-Built Heritage Restoration Scheme**,** inkluż assistenza fil-preparazzjoni u s-sottomissjoni tad-dokumentazzjoni, klarifiki tar-rekwiżiti, u pariri dwar il-kwistjonijiet relatati mal-wirt u r-restawr permezz tal-komunikazzjoni elettronika u databases;
iv. Użu ta' databases speċjaliżżati sabiex jissorvelja l-progress tar-rikjesti ta' finanzjament, u jiżgura li d-data tkun preċiża u aġġornata;
v. Jevalwa u jassessja rikjesti sħaħ ta' finanzjament, jitlob klarifiki fejn meħtieġ, jiddeskrivi rapporti ta' valutazzjoni komprensivi, jippreżenta l-konklużjonijiet lill-Kumitat tal-Fond għall-Ippjanar tal-Iżvilupp, joħroġ Ittri ta' Approvazzjoni Kondizzjonali, isegwi l-implimentazzjoni tal-proġett, u jissorvelja l-kompiti relatati mal-proċess ta' ħlas u d-disbursement tal-fondi;
vi. Jattendi regolarment għal-laqgħat tal-kumitati u bordijiet f'Malta u jippreżenta x-xogħol li jkun sar fl-assessjar ta' applikazzjonijiet u rikjesti ta' finanzjament;
vii. Jipprepara rapporti regolari u analiżi statistika biex jappoġġja l-proċess ta' teħid ta' deċiżjonijiet u juri l-impatt tal-programm;
viii. Jikkoordina u jikkollabora mal-Uffiċjal tal-Amministrazzjoni, mas-Senior Officer, u ma' uffiċjali oħra kif meħtieġ, sabiex jiġi żgurat ix-xogħol bla xkiel u qsim ta' informazzjoni effettiv;
ix. Iżur is-siti ta' restawr f'Għawdex u jaċċerta jekk sarx ix-xogħol kif stipulat u kif tippermetti l-iskema;
x. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u
xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

| | |
|---|---|
| **Ministry** | Ministry for Gozo |
| **Job title** | Project Manager for the Built Heritage Restoration Scheme |

GOVERNMENT OF MALTA
MINISTRY FOR GOZO

St. Francis Square, ir-Rabat, Għawdex

## Duties and responsibilities

i. Attends continuous training as required, both in Malta and Gozo;

ii. Liaises and consults with the Senior Officer to ensure alignment with strategic objectives and procedural compliance;

iii. Provides general guidance through electronic mail and databases on the Built Heritage Restoration Grant Scheme, including assistance with the preparation and submission of documentation, clarification of requirements, and advice on heritage and restoration-related matters;

iv. Use of specialised databases to monitor the progress of funding requests, ensures accurate and up-to-date records;

v. Evaluates and assesses full funding requests, seeks clarifications where necessary, drafts comprehensive assessment reports, presents findings to the Development Planning Fund Committee, issue Letters of Conditional Approval, monitors project implementation, and oversees tasks related to payment processing and fund disbursement;

vi. Attends regularly committees and boards meetings in Malta and present the work carried out in the assessment of applications and requests for funding;

vii. Prepares regular reports and statistical analyses to support decision-making and demonstrates program impact;

viii. Coordinates and liaises with the Administration Officer, Senior Officer, and other relevant personnel to ensure smooth workflow and information sharing;

ix. Carries out visits to restoration sites in Gozo and ascertain whether the works have been carried out as stipulated and in accordance with the requirements of the scheme;

x. Undertakes any other tasks, which the superior may delegate to them, as may be required; and

xi. Any other duties as directed by the Principal Permanent Secretary.