Anness A

Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjieg	Assistant Manager

OFFICE of the DEPUTY PRIME MINISTER and MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

i. Jgħin lid-Direttur/Kap tal-Unità, jew lid-rappreżentant tiegħu/tagħha billi jassisti fir-responsabbiltà tas-servizzi mogħtija mid-Direttorat;

ii. Jikkoordina mad-Direttur u l-Kap tal-Unità, jenfasizza kwalunkwe kwistjoni li tista' tinqala', tipprovdi rakkomandazzjonijiet u ssegwi l-implimentazzjoni;

iii. Il-koordinazzjoni tas-servizzi li jaqgħu taħt id-Dipartiment/Unità;

iv. Kollegament u laqgħa mal-partijiet interessati/imsieħba interni u esterni kif ordnat mid-Direttur/Kap tal-Unità;

v. Jgħin fil-kontrolli ta' konformità regolari li jiżguraw li l-politiki stabbiliti jkunu qed jiġu osservati, u jassisti fil-kumpilazzjoni ta' rapporti dwar miżuri korrettivi meħtieġa mill-maniġment superjuri u l-partijiet involuti;

vi. Ixerred informazzjoni u aġġornamenti dwar l-amministrazzjoni pubblika kif meħtieġ:

vii. Jgħin fil-kumpilazzjoni tar-rapporti;

viii. Jappoġġja u jipparteċipa b'mod attiv fl-għoti ta' servizz eċċellenti lill-klijenti speċjalment għal programmi mogħtija mid-Direttorat u jippromwovi l-kultura ta' eċċellenza b'mod partikolari l-ethos tas-Servizz Pubbliku;

ix. Jikkontribwixxi għall-iżvilupp tal-implimentazzjoni tal-proġett inklużi proċessi delegati, u għall-identifikazzjoni ta' titjib tal-proċess għal raġunijiet ta' simplifikazzjoni, innovazzjoni u valur.

x. Iżomm aġġornat mas-sistemi bażiċi tal-kontabilità, proċeduri u applikazzjonijiet, u jsegwi t-taħriġ kif mitlub.

xi. Jappoġġja t-tagħlim kontinwu u l-iżvilupp tal-membri tat-tim.

xii. Jikkomunika bejn maniġers, klijenti u impjegati.

xiii. Jindirizza t-tħassib tal-impjegati u tal-klijenti.

xiv. Jwettaq dmirijiet oħra kif assenjati mill-Maniġment Għoli minn żmien għal żmien;

xv. Jikkoordina u jipparteċipa fil-laqgħat, iżomm il-minuti tal-laqgħat u jara li titwettaq l-azzjoni meħtieġa;

xvi. Jgħin fil-kompiti ta 'kuljum, li jinkludu l-immaniġġjar u t-tqassim ta' korrispondenza u talbiet għal informazzjoni, iż-żamma ta 'rekords, kif ukoll id-dħul u l-aġġornament ta' informazzjoni bbażata fuq sistemi tal-kompjuter u databases;

xvii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xviii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Assistant Manager



OFFICE of the DEPUTY PRIME MINISTER and MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

i. Assisting the Director / Head of Unit, or his / her representative by assisting with the responsibility of services delivered by the Directorate;

ii. Liaising with the Director and Head of Unit, highlighting any issues that may arise, providing recommendations and follow through implementation;

iii. Coordinating services that fall under the Department / Unit;

iv. Liaising and meeting with internal and external stakeholders/partners as directed by the Director / Head of Unit;

v. Assists in the regular compliance checks that ensure that the established policies are being observed, and assists in the compilation of reports on corrective measures required by senior management and the parties involved;

vi. Disseminates information and updates about public administration as needed:

vii. Assists in the compilation of reports;

viii. Supports and actively participates in the provision of excellent service to clients especially for programmes delivered by the Directorate and promotes the culture of excellence in particular the ethos of the Public Service;

ix. Contributes to the development of project implementation including delegated processes, and to the identification of process improvements for reasons of simplification, innovation and value.

x. Keeps up to date with basic accounting systems, procedures and applications, and follows training as requested.

xi. Supports the continuous learning and development of team members.

xii. Communicates between managers, customers and employees.

xiii. Addresses employee and customer concerns.

xiv. Performs other duties as assigned by Senior Management from time to time;

xv. Coordinates and participates in meetings, keeps the minutes of the meetings and sees that the necessary action is carried out;

xvi. Assists in daily tasks, which include handling and distributing correspondence and requests for information, maintaining records, as well as inputting and updating information based on computer systems and databases;

xvii. Undertake any other tasks, which the superior may delegate to him/her, as may be required;

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