Anness A

Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjieg	Project Officer for the **ESF+.02.234 - Advancing Clinical Nursing and Midwifery Leadership: An International perspective.**

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

Dmirijiet u responsabbiltajiet

1. Jassisti lill-Kap tal-Proġett u lit-Tim tal-Proġett fl-implimentazzjoni effettiva tal-azzjonijiet u l-attivitajiet kollha tal-proġett inkluż il-koordinazzjoni ta', imma mhux biss għall-:
    i. arranġamenti tal-ivvjaġġar (titjiriet, sussistenza u talbiet għall-spejjeż tal-ivvjaġġar) għall-parteċipanti u l-faċilitaturi;
    ii. l-ippjanar, l-iskedar u t-twassil ta' programmi ta' taħriġ;
    iii. it-tħejjija u s-sottomissjoni ta' talbiet għall-ħlas.
2. Jaħdem mill-qrib mal-Kap tal-Proġett u mat-Tim tal-Proġett, billi jipprovdi appoġġ fil-ġestjoni tal-proġett kif ukoll waqt kull proċess ta' awditjar.
3. Juża sistemi tas-softwer tal-IT u databases ipprovduti mill-Awtorità Maniġerjali, mill-Kummissjoni Ewropea u minn entitajiet oħra ta' finanzjament għall-ipproċessar u l-amministrazzjoni tal-ħlasijiet.
4. Jorganizza u jipparteċipa f'laqgħat rilevanti, kif u meta meħtieġ, taħt id-direzzjoni tal-Kap tal-Proġett u tat-Tim tal-Proġett.
5. Jikkomunika mal-partijiet interessati tal-proġett, mas-sieħba u mal-fornituri tas-servizzi sabiex jiġi żgurat allinjament u twettiq bla xkiel tal-attivitajiet tal-proġett.
6. Iżomm id-dokumentazzjoni kollha meħtieġa tal-proġett u jiżgura organizzazzjoni xierqa u manutenzjoni tajba tal-fajls tal-proġett skont ir-rekwiżiti regolatorji u ta' verifika.
7. Jassisti fl-organizzazzjoni ta' kull avveniment ta' wara t-tmiem tal-proġett, bħal iżda mhux biss għall-konferenza ta' wara l-proġett u r-rapport finali. Iżomm id-dokumentazzjoni kollha meħtieġa tal-proġett u jiżgura l-organizzazzjoni u l-manutenzjoni xierqa tal-fajls tal-proġett skont ir-rekwiżiti regolatorji u ta' awditjar.
8. Jgħin fil-monitoraġġ tal-baġits tal-proġett, fit-traċċar tal-nefqa u fit-tħejjija tad-dokumentazzjoni finanzjarja kif meħtieġ.
9. Jwettaq kull kompitu ieħor delegat mill-Kap tal-Proġett u mit-Tim tal-Proġett kif meħtieġ għat-twassil b'suċċess tal-proġett.
10. Jwettaq kull dmir ieħor kif jista' jiġi dirett mis-Segretarju Permanenti Prinċipali.

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Project Officer for the **ESF+.02.234 - Advancing Clinical Nursing and Midwifery Leadership: An International perspective.**

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

Duties and responsibilities

1. Assists the Project Leader and Project Team in the effective implementation of all project actions and activities, including coordination of, but not limited to:
   i. travel arrangements (flights, subsistence, and travel claims) for participants and facilitators;
   ii. planning, coordination and scheduling of training programmes;
   iii. preparation and submission of payment claims.
2. Works closely with the Project Leader and Project Team, providing support in project management activities and during any audit processes.
3. Utilises IT software systems and databases provided by the Managing Authority, the European Commission, and other funding bodies for the processing and administration of payments.
4. Organises and participates in relevant meetings as required, under the direction of the Project Leader and Project Team.
5. Communicate with project stakeholders, partners, and service providers to ensure alignment and smooth delivery of project activities.
6. Maintains all required project documentation and ensures proper organisation and upkeep of project files in line with regulatory and audit requirements.
7. Assists in the organization of any post-project events, such as but not limited to the post-project conference and final report. Maintains all necessary project documentation and ensures the proper organization and maintenance of project files in accordance with regulatory and audit requirements.
8. Assist in monitoring project budgets, tracking expenditures, and preparing financial documentation as required.
9. Carries out any other tasks delegated by the Project Leader and Project Team as necessary for the successful delivery of the project.
10. Performs any other duties as may be directed by the Principal Permanent Secretary.