Annex A

Ministeru	Uffiċju tad-Deputat Prim Ministru u Ministru għas-Saħħa
L-impjieg	MANAGER II (Specialisation Programme)

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

Dmirijiet u responsabbiltajiet

i. Jassisti lill-Kap tal-Programm fil-ġestjoni tal-Programmi ta' Taħriġ Postgraduate u f'kompiti oħra meqjusa meħtieġa.

ii. Jikkontribwixxi għall-iżvilupp u l-implimentazzjoni ta' strateġiji, pjanijiet u programmi operattivi fi ħdan iċ-Ċentru tat-Taħriġ Postgraduate.

iii. Jieħu ħsieb kwistjonijiet amministrattivi u professjonali, jissorvelja lill-persunal u lit-trainees sabiex jiżgura ġestjoni effettiva tar-riżorsi u t-tmexxija ta' kuljum taċ-ċentru.

iv. Jassisti lill-Assistent Direttur fis-superviżjoni finanzjarja, fil-ġestjoni tar-riżorsi umani u biex jiżgura l-konformità mal-politiki u r-regolamenti rilevanti stabbiliti mid-Dipartiment.

v. Jassisti lill-Assistent Direttur fi ħdan l-unità biex jipprovdi appoġġ u pariri lill-Kap tal-Programm u lill-Uffiċjal Mediku Ewlieni dwar il-kwistjonijiet kollha relatati mat-taħriġ.

vi. Jassisti lill-Koordinaturi tat-Taħriġ fl-ispeċjalitajiet kollha billi jipprovdi gwida dwar kwistjonijiet baġitarji kif ukoll dwar il-loġistika relatata mat-taħriġ.

vii. Jiġbor informazzjoni relatata mat-tħejjija tal-baġit annwali, mar-rappurtar finanzjarju u biex jiżgura d-dixxiplina finanzjarja fi ħdan l-ispeċjalitajiet.

viii. Jappoġġja l-istrateġiji tar-Riżorsi Umani, ir-relazzjonijiet mal-impjegati u jiżgura l-konformità mal-politiki tad-Dipartiment.

ix. Jiżgura l-osservanza tal-politiki u r-regolamenti tas-servizz pubbliku, kif ukoll prattiki ta' governanza tajba.

x. Jappoġġja l-iffirmar ta' Memoranda ta' Ftehim (MOUs) ġodda ma' istituzzjonijiet barranin tat-taħriġ fil-qasam tat-taħriġ postgraduate.

xi. Jikkollabora mal-Assistent Direttur biex joħroġ sejħiet għal taħriġ barra mill-pajjiż, jorganizza intervisti, jiġbor ir-riżultati u jibgħathom lill-Uffiċjal Mediku Ewlieni (CMO) għall-approvazzjoni.

xii. Jippjana għal operazzjonijiet ta' kuljum effiċjenti u effettivi, inkluża l-ġestjoni taċ-Ċentru ta' Simulazzjoni, sessjonijiet ta' taħriġ fil-livelli kollha, żjarat, eżamijiet (kemm lokali kif ukoll barranin, inklużi l-eżamijiet immexxija mill-Kulleġġi tar-Renju Unit).

xiii. Jappoġġja inizjattivi orizzontali billi jassisti fl-implimentazzjoni ta' inizjattivi tas-servizz pubbliku fil-qasam tat-taħriġ mediku postgraduate.

xiv. Imexxi u jimmotiva lill-ħaddiema, jiddelega l-kompiti u jipprovdilhom pariri. Jippjana flimkien mal-maniġment attività annwali ta' team building.

xv. Jassisti direttament lill-Koordinaturi tat-Taħriġ u fl-organizzazzjoni ta' avvenimenti fi ħdan il-qasam postgraduate permezz ta' ħidma f'tim tajba u jipprovdi l-loġistika kollha meħtieġa.

xvi. Jiżgura komunikazzjoni tajba bejn il-partijiet ikkonċernati rilevanti, inklużi l-Koordinaturi tat-Taħriġ, iċ-Ċentru tat-Taħriġ, l-MDH u l-Kap tal-Programm fi ħdan l-Unità.

xvii. Jipprovdi appoġġ dirett għas-sessjonijiet u l-korsijiet kollha ta' taħriġ fil-PMTC.

xviii. Jiżgura l-manutenzjoni tat-tagħmir kollu, inklużi s-simulaturi u l-mannequins tal-pazjenti.

xix. Jikkollabora mal-Assistent Direttur u l-Maniġer għall-akkwist ta' tagħmir ġdid, filwaqt li jevita d-duplikazzjoni u jiżgura l-kosteffettività.

xx. Jikkomunika mas-CPSU, mad-Dipartimenti Bijomediku u tal-Inġinerija dwar il-kwistjonijiet kollha relatati mal-procurement.

xxi. Jassisti fl-eżamijiet/ARCPs kollha barranin u lokali għat-tobba li jsiru fiċ-Ċentru tat-Taħriġ. Dan jinkludi l-amministrazzjoni u l-loġistika ġenerali, inklużi l-karti tal-eżami, il-postijiet fejn isiru l-eżamijiet, ir-riżultati, l-eżamijiet online, il-Vivas online, eċċ.

xxii. Jikkollabora mal-Kap tal-Programm u mar-Riżorsi Umani fir-rigward tal-ġbir ta' data statistika dwar it-trainees u s-sejħiet għal BSTs u HSTs.

xxiii. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu, kif jista' jkun meħtieġ; u

xxiv. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	MANAGER II (Specialisation Programme)

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

Duties and responsibilities

i. Assist the Head of Programme in managing the Postgraduate training Programmes and other tasks deemed necessary.

ii. Contribute to the development and implementation of strategies, plans, and operational programs within the Postgraduate Training Centre.

iii. Handle administrative and professional matters, oversee staff and trainees to ensure effective resource management and day-to day running of the centre.

iv. Assist the Assistant Director on financial oversight, human resources management, and ensuring compliance with relevant policies and regulations set by the Department.

v. Assist the Assistant Director within the unit to provide support and advice to the Head of Programme and Chief Medical Officer on all matters pertaining to training.

vi. Assist the Training Coordinators in all specialties by providing guidance on budget matters and also on logistics related to trianing.

vii. Collect information related to yearly budget preparation, financial reporting, and ensuring financial discipline within specialties.

viii. Supporting HR strategies, employee relations, and ensuring compliance with Department policies.

ix. Ensuring adherence to public service policies, regulations, and good governance practices.

x. Support signing of new MOUs with foreign training institutions in postgraduate training.

xi. Liaise with Assistant Director to issue calls for training abroad, organise interviews, compile results and send to CMO for approval.

xii. Planning for efficient and effective day-to-day operations, including management of the Simulation Centre, Training Sessions at all level, visitations, exams (both local and foreign, including UK College lead exams)

xiii. Supporting horizontal initiatives by assisting in the implementation of public service initiatives within the field of postgraduate medical training.

xiv. Lead and motivate staff, delegate tasks, and provide them with advice. Plan together with the management a yearly team building event.

xv. Assist directly training Coordinators in the organisation of events within the postgraduate through good teamwork and provide all logistics needed.

xvi. Ensure good communication between the relevant stakeholders including Training Coordinators, Training Centre, MDH and the Head of Programme within the Unit.

xvii. Directly support all training sessions and courses at PMTC.

xviii. Ensure maintenance of all equipment including simulators, patient manikins and premises.

xix. Liaise with the Assistant Director and Manager for the procurement of new equipment avoiding duplication and ensuring cost effectiveness.

xx. Communicate with CPSU, Biomedical and Engineering Departments on all issues pertaining to procurement.

xxi. Assist on all foreign and local examinations/ARCPs for doctors held at the Training Centre. This includes the general administration and logistics including exam papers, venues, results, online exams, online Vivas, etc.

xxii. Liaise with Head of Programme and Human Resources in respect of data collection of statistics iro trainees and calls for BSTs and HSTs.

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

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