Anness A

Ministry:	*Ministeru għall-Enerġija, l-Ambjent u R-Riġenerazzjoni tal-Port il-Kbir*	**GVERN TA' MALTA** MINISTERU GĦALL-ENERĠIJA, L-AMBJENT U R-RIĠENERAZZJONI TAL-PORT IL-KBIR
Job Title:	*Senior Manager*	

Dmirijiet u Responsabbiltajiet

i. Is-Senior Manager għandu jkun responsabbli mis-superviżjoni strateġika, l-koordinazzjoni, l-ġestjoni u t-titjib kontinwu tal-funzjonijiet operattivi fi ħdan id-Direttorat għall-Ħarsien tal-Annimali, filwaqt li jiżgura l-implimentazzjoni effettiva tal-leġiżlazzjoni, l-politiki, l-proċeduri u l-istandards tas-servizz relatati mal-ħarsien tal-annimali.

ii. Jmexxi, jamministra t-Tim tar-Rescue u jissorvelja t-Taqsima tal-Konformità u l-Ispezzjonijiet, filwaqt li jiżgura l-ippjanar, l-implimentazzjoni, l-monitoraġġ u t-titjib kontinwu tal-ispezzjonijiet, l-investigazzjonijiet, l-attivitajiet ta' infurzar, il-funzjonijiet ta' konformità u l-objettivi operattivi relatati.

iii. Jikkoordina u jissorvelja investigazzjonijiet relatati ma' allegati ksur tal-leġiżlazzjoni dwar il-ħarsien tal-annimali u jipprovdi gwida dwar miżuri ta' infurzar, proċessi ta' aġġudikazzjoni, proċeduri ta' prosekuzzjoni u azzjonijiet amministrattivi relatati, f'kollaborazzjoni mal-awtoritajiet kompetenti u l-partijiet interessati.

iv. Jiżviluppa, jimplimenta, jirrevedi u jimmonitorja oqfsa ta' spezzjoni bbażati fuq ir-riskju, politiki, proċeduri operattivi standard, linji gwida operattivi, kodiċijiet ta' kondotta, sistemi ta' assigurazzjoni tal-kwalità u mekkaniżmi ta' kontroll intern sabiex issaħħaħ il-governanza, l-konformità u l-effettività operattiva.

v. Jiżgura t-twassil effiċjenti, effettiv u bla xkiel tas-servizzi pprovduti mid-Direttorat permezz tal-monitoraġġ, l-awditjar, l-evalwazzjoni u r-reviżjoni tal-prestazzjoni operattiva, l-istandards ta' konformità u l-kwalità tas-servizz.

vi. Jistabbilixxi, jipprijoritizza, jikkoordina u jimmonitorja skedi ta' spezzjonijiet, eżerċizzji ta' due diligence, valutazzjonijiet u attivitajiet operattivi oħra abbażi ta' valutazzjonijiet tar-riskju, informazzjoni miġbura, prijoritajiet organizzattivi u riżorsi disponibbli.

vii. Jamministra, jissorvelja, jiggwida u jappoġġja lill-impjegati taħt ir-responsabbiltà tiegħek, inkluż permezz tal-parteċipazzjoni fil-proċessi ta' reklutaġġ, għażla, induzzjoni, ippjanar tal-ħaddiema, taħriġ, żvilupp professjonali u inizjattivi ta' bini tal-kapaċità.

viii. Jikkoordina u jiffaċilita spezzjonijiet konġunti, operazzjonijiet ta' infurzar u inizjattivi kollaborattivi ma' entitajiet governattivi, aġenziji tal-infurzar, awtoritajiet lokali, professjonisti veterinarji, organizzazzjonijiet mhux governattivi u partijiet interessati oħra.

ix. Jmexxi l-ippjanar, l-implimentazzjoni, l-monitoraġġ u r-rappurtar ta' proġetti, skemi u inizjattivi ffinanzjati minn fondi nazzjonali, tal-Unjoni Ewropea jew mekkaniżmi oħra ta' finanzjament estern, filwaqt li jiżgura l-konformità mar-regolamenti, l-iskadenzi u r-rekwiżiti applikabbli.

x. Jamministra l-baġits u r-riżorsi finanzjarji tal-proġetti, inkluż it-tbassir finanzjarju, l-monitoraġġ, l-awditjar, ir-rappurtar, l-għeluq finanzjarju, t-tqassim tal-fondi, l-miżuri ta' kontabbiltà u l-koordinazzjoni mal-uffiċjali finanzjarji, l-entitajiet finanzjaturi u l-awtoritajiet regolatorji.

xi. Jaġixxi bħala l-punt prinċipali ta' kuntatt tad-Direttorat mal-partijiet interessati, l-benefiċjarji, l-organizzazzjonijiet mhux governattivi, l-korpi regolatorji u entitajiet oħra rilevanti, filwaqt li jippromwovi komunikazzjoni effettiva, kollaborazzjoni u allinjament tal-prijoritajiet operattivi u ta' finanzjament.

xii. Jikkontribwixxi għall-iżvilupp, l-implimentazzjoni u r-reviżjoni ta' strateġiji operattivi, pjani ta' negozju, objettivi ta' prestazzjoni, politiki u inizjattivi mmirati biex itejbu s-servizzi tal-ħarsien tal-annimali u l-effettività organizzattiva.

xiii. Jħejji rapporti, analiżijiet statistiċi, noti ta' tagħrif, rakkomandazzjonijiet u dokumentazzjoni oħra kif meħtieġ u twettaq kull dmir, responsabbiltà jew assenjazzjoni oħra kompatibbli mal-grad u n-natura tal-kariga, kif jista' jiġi mitlub mill-awtoritajiet kompetenti.

xiv. Jwettaq kull dmir ieħor li jista' jiġi aġġornat biex jissodisfa r- rekwiżiti ta' oqsma oħra kif ikkonfermat mis-Segretarju Permanenti;

xv. Jwettaq kull kompitu ieħor li s-superjur jista' jiddelega lilha/lilu, kif jista' jkun meħtieġ;

xvi. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

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Annex A

Ministry:	*Ministry for Energy, the Environment and the Regeneration of the Grand Harbour*	**GOVERNMENT OF MALTA** MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR
Job Title:	*Senior Manager*	
Duties and Responsibilities		

i. The Senior Manager shall be responsible for the strategic oversight, coordination, management, and continuous improvement of operational functions within the Animal Welfare Directorate, ensuring the effective implementation of animal welfare legislation, policies, procedures, and service standards.

ii. Lead, manage the Rescue Team and oversee the Compliance and Inspection Unit, ensuring the effective planning, execution, monitoring, and continuous improvement of inspections, investigations, enforcement activities, compliance functions and related operational objectives.

iii. Coordinate and supervise investigations into alleged breaches of animal welfare legislation and provide guidance on enforcement measures, adjudication processes, prosecution procedures and related administrative actions, in liaison with competent authorities and stakeholders.

iv. Develop, implement, review, and monitor risk-based inspection frameworks, policies, standard operating procedures, operational guidelines, codes of conduct, quality assurance systems and internal control mechanisms to strengthen governance, compliance and operational effectiveness.

v. Ensure the efficient, effective and seamless delivery of services provided by the Directorate through the monitoring, auditing, evaluation and review of operational performance, compliance standards and service quality.

vi. Establish, prioritise, coordinate and monitor inspection schedules, due diligence exercises, assessments, evaluations and other operational activities based on risk assessments, intelligence received, organisational priorities and available resources.

vii. Manage, supervise, mentor and support staff under his/her responsibility, including participation in recruitment, selection, induction, workforce planning, training, professional development and capacity building initiatives.

viii. Coordinate and facilitate collaborative inspections, enforcement operations and initiatives with government entities, enforcement agencies, local authorities, veterinary professionals, non-governmental organisations and other stakeholders.

ix. Lead the planning, implementation, monitoring and reporting of projects, schemes and initiatives financed through national, European Union and other external funding mechanisms, ensuring compliance with applicable regulations, deadlines and performance requirements.

x. Manage project budgets and financial resources, including forecasting, monitoring, audits, reporting, financial closure, fund disbursement, accountability measures and liaison with financial officers, funding bodies and regulatory authorities.

xi. Serve as the Directorate's primary point of contact for stakeholders, beneficiaries, non-governmental organisations, regulatory bodies and other interested parties, fostering effective communication, collaboration and alignment of operational and funding priorities.

xii. Contribute to the development, implementation and review of operational strategies, business plans, performance objectives, policies and initiatives aimed at enhancing animal welfare services and organisational effectiveness.

xiii. Prepare reports, statistical analyses, briefing notes, recommendations and other documentation as required and undertake any other duties, responsibilities or assignments commensurate with the grade and nature of the post as directed by the competent authorities.

xiv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
xv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
xvi. Any other duties as directed by the Principal Permanent Secretary

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