Anness A

Ministeru	Uffiċċju tal-Prim Ministru
L-Impjieg	Manager II

Dmirijiet u responsabbiltajiet

i. Jipprepara lill-Ministeri, dipartimenti u entitajiet varji għall-introduzzjoni tal-Corporate Electronic Document Management System (CeDMS), fejn jiġi assenjat ma' Registry fi ħdan Ministeru, dipartiment jew entità partikulari taħt ir-responsabbiltà tad-Direttur (Document Management). L-irwoli ewlenin ikuu li jiġu ppjanati, ifformulati, żviluppati, implimentati, u aġġornati policies ta' mmaniġjar tar-rekords, proċeduri, u li jmexxi l-implimentazzjoni tas-CeDMS;

ii. Jipprovdi gwida bbażata fuq għarfien fil-fond tal-proċeduri, il-proċessi, il-metodi u t-teknoloġija tar-registry, dwar l-użu u l-funzjonalità tas-sistema tad-DocReg fis-Servizz Pubbliku u fis-Settur Pubbliku; kif ukoll tas-sistemi ta' ġestjoni tad-dokumenti, tal-leġiżlazzjoni dwar il-protezzjoni tad-data u tal-prattiki relatati;

iii. Jiżviluppa jew jaġġorna u jimplimenta Retention Policy u Disposal Schedules ta' rekords kif meħtieġ mill-esiġenzi u l-policies ta' kull Ministeru. Dan kollu jirrikjedi li jsir permezz tal-approvazzjoni mill-Arkivista Nazzjonali, f'konformità mar-retention policy u disposal schedules żviluppati;

iv. Jagħti servizz bħala l-espert tekniku tal-Ministeru dwar kwistjonijiet ta' mmaniġġjar tar-rekords u tad-dokumenti u jipprovdi punt ta' referenza għall-koordinazzjoni bejn l-Arkivji Nazzjonali, il-Ministeru u d-Direttorat tad-Document Management fi ħdan l-Uffiċċju tal-Prim Ministru;

v. Iwettaq it-transizzjoni minn Registry ibbażat fuq fajls tal-karta għal Registry li juża fajls diġitali, flussi tax-xogħol, u proċessi u bl-assenjazzjoni tar-responsabbiltà għall-immaniġġjar, manutenzjoni, u bl-aħjar użu tas-CeDMS fejn se tkun qed tiġi implimentata, kif indikat mid-Direttur (Document Management);

vi. Jattendi laqgħat u taħditiet mal-partijiet konċernati u jfassal pjanijiet ta' ħidma u rapporti tal-laqgħat;

vii. Iwettaq reviżjonijiet bħala konformità biex jiżgura li l-Ministeri jimxu mal-politka u r-rekwiżiti leġiżlattivi; kif ukoll jiċċekkja li l-ħolqien, il-manutenzjoni, l-użu, il-ħażna, u l-għeluq tar-rekords ikunu skont l-istandards u l-proċeduri approvati, u jwettaq kontrolli ta' kwalità fuq il-proċeduri ta' skenjar u flussi tax-xogħol ipproċessati fis-CeDMS;

viii. Jidentifika bżonnijiet legali, proċessi interni għall-ħazna tar-rekords u l-implimentazzjoni tas-CeDMS fi ħdan il-Ministeri b'mod kontinwu sabiex b'hekk jiġi assigurat li dawn ikunu parti fis-sistemi tal-immaniġġjar tar-rekords tal-Ministeru;

ix. Jagħti taħriġ fuq CeDMS bħala 'Train the Trainer' biex b'hekk ikun ta' assistenza billi:
a. Joffri taħriġ sabiex l-utenti isiru familjari u mħarrġa fl-użu, il-proċeduri u l-proċessi tas-CeDMS;
b. Jiżgura li l-policies u l-proċeduri jkunu mifhuma u implimentati kif suppost; u
c. Jiżgura li l-impjegati jkunu qed jiksbu l-aħjar mod possibli l-benefiċċju mis-sistema tas-CeDMS;

x. Jaħdem mill-qrib mar-Reġistry fi ħdan il-Ministeru, id-dipartiment jew l-entità kkonċernati u mal-Arkivista Nazzjonali biex jiġi żgurat li l-obbligi kollha mniżżla fl-Att dwar l-Arkivji Nazzjonali jiġu mwettqa;

xi. Jidentifika u jsolvi kwistjonijiet tekniċi relatati mas-CeDMS, jikkoordina mal-partijiet interessati relevanti kif meħtieġ u jagġorna d-dokumentazzjoni meħtieġa; filwaqt li jimplimenta Proċeduri ta' Operat Standard, direttivi u aġġornamenti fuq is-CeDMS;

xii. Jiġġenera u janalizza rapporti dwar l-użu tas-sistema, il-fluss tad-dokumenti, u deċiżjonijiet oħra;

xiii. Joħloq u jżomm rapporti dettaljati dwar il-konfigurazzjonijiet, il-proċessi u l-proċeduri tas-sistema;

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

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

Annex A

Ministry	Office of the Prime Minister
Job Title	Manager II

OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE, VALLETTA, MALT

Duties and responsibilities

i. Prepares various Ministries, departments and entities for the introduction of the Corporate Electronic Document Management System (CeDMS) and will be assigned to a Registry in a particular Ministry, department, or entity under the responsibility of the Director (Document Management). The main tasks will be to plan, formulate, develop, implement, and update record management policies, procedures, and drive the implementation of the CeDMS;

ii. Provides guidance based on in-depth knowledge of registry procedures, processes, methods and technology, about the use and functionality of the DocReg system across the Public Service and Public Sector; as well as document management systems, data protection legislation and related practices;

iii. Develops or updates and executes the Retention Policy and Disposal Schedules of records as required by the exigencies and policies of each Ministry. All of this will be done through the approval of the National Archivist in line with the developed retention policy and disposal schedules;

iv. Serves as the Ministry's technical expert on records and document management issues and provides a single point of contact for liaison with National Archives, Ministries and the Document Management Directorate within the Office of the Prime Minister;

v. Executes the transition from a paper-based Registry to a Registry using digital files, workflows, and processes, and will be assigned with the responsibility for managing, maintaining, and optimising the CeDMS, in assigned sites where the CeDMS will be implemented, as directed by the Director (Document Management);

vi. Attends meetings and briefings with stakeholders and draws up action plans and meeting reports;

vii. Conducts regular compliance reviews to ensure Ministries adheres to policies and legislative requirements; as well as verifies that the creation, maintenance, use, storage, and disposition of records are in line with approved standards and procedures, and performs quality checks on the scanning procedures and workflows processed in the CeDMS;

viii. Continuously identifies legal and business requirements for record-keeping and the implementation of the CeDMS within Ministries and ensures that these are embedded into the Ministry's records management systems;

ix. Attends CeDMS training as part of a 'Train the Trainer' approach to be able to provide support by:

a. Delivers training to the users at sites to become conversant and practiced in the procedures and processes of the CeDMS;

b. Ensures that policies and procedures are understood and implemented correctly; and

c. Ensures that employees are obtaining the maximum benefit from the CeDMS system;

x. Works closely with the Registry within the Ministry, department or entity concerned and the National Archivist to ensure that all the obligations contained within the National Archives Act are executed;

xi. Diagnoses and resolves technical issues related to the CeDMS, coordinates with the relevant stakeholders as necessary and updates the necessary documentation, while implementing Standard Operating Procedures (SOPs), directives and updates on the CeDMS;

xii. Generates and analyses reports on the system usage, document flow, and other decisions;

xiii. Creates and maintains detailed reports on system configurations, processes, and procedures;

xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and

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