Annex A

Dipartiment	Uffiċċju tal-Kummissjoni dwar is-Servizz Pubbliku
L-Impjieg	Manager II (Compliance)

Kummissjoni dwar is-Servizz Pubbliku

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager II fl-Uffiċċju tal-Kummissjoni dwar is-Servizz Pubbliku jinkludu:

i. Iwettaq kontrolli ta' konformità, f'isem il-Kummissjoni dwar is-Servizz Pubbliku, f'Ministeri, sabiex jiġi vverifikat li qed jiġu osservati l-proċeduri stabbiliti u l-implimentazzjoni tal-proċessi delegati, kif ukoll jippreżenta rapporti bil-miktub fuq il-kontrolli ta' konformità li jkunu twettqu;

ii. Ifassal rapporti u jipprepara abbozzi ta' minuti konċiżi iżda komprensivi fuq punti tal-aġenda għall-kunsiderazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku u jħejji tweġibiet abbażi tad-deċiżjonijiet milħuqa mill-Kummissjoni;

iii. Jixhed u jiddefendi d-deċiżjonijiet tal-Kummissjoni fi proċeduri tal-Qorti kif meħtieġ;

iv. Jieħu deċiżjonijiet infurmati u/jew jagħmel rakkomandazzjonijiet lis-superjuri tiegħu dwar kwistjonijiet strateġiċi, policies, proċedurali u operattivi, kif ukoll fuq ippjanar ta' staff;

v. Jikkoordina ma' stakeholders, skont kif meħtieġ;

vi. Imexxi u jissorvelja impjegati oħra sabiex jiżgura li l-aspett amministrattiv tal-Uffiċċju jimxi bla xkiel;

vii. Iwieġeb għad-diffikultajiet li jidħlu permezz ta' korrispondenza, posta elettronika, telefon, jew mezzi oħra;

viii. Imexxi u jikkoordina laqgħat regolari ta' outreach ma' Ministeri u Dipartimenti;

ix. Jidentifika partijiet mir-Regolamenti tal-Kummissjoni dwar is-Servizz Pubbliku dwar Ħatriet u mir-Regolamenti tal-Proċeduri Dixxiplinarji tal-Kummissjoni dwar is-Servizz Pubbliku li jistgħu jiġu simplifikati kif ukoll jassisti fl-abbozzi tal-istess emendi;

x. Jikkoordina u jimplimenta proġetti ta' konformità u xogħol ieħor *ad hoc;*

xi. Jaqdi dmirijiet oħra kif mitlub mis-Segretarju Eżekuttiv (PSC)*;* u

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

Annex A

Department	Office of the Public Service Commission
Job Title	Manager II (Compliance)

Public Service Commission

Duties and responsibilities

The duties of Manager II in the Office of the Public Service Commission includes:

i. Conducts compliance checks, on behalf of the Public Service Commission, within Ministries to verify that established standard procedures and the implementation of delegated processes are being adhered to, and present written compliance checks reports on compliance activities undertaken;
ii. Draws up reports and prepares concise but comprehensive draft minutes on agenda items for consideration by the Public Service Commission and draws up replies on the basis of the decisions by the Commission;
iii. Testifies and defends the Commission's decisions in Court Proceedings as necessary;
iv. Makes informed decisions and/or recommendations to his/her superiors on strategic matters, policies, procedural and operational, and also staff planning;
v. Liaises with stakeholders, as appropriate;
vi. Manages and supervises junior employees to ensure the smooth running of the administrative aspect of the Office;
vii. Attends to queries through correspondence, email, telephone or other means;
viii. Conducts regular outreach and training meetings with Ministries and line Departments;
ix. Identifies areas in the Public Service Commission's Appointments Regulations and the Public Service Commission's Disciplinary Regulations which may be simplified and assists in the drafting of any amendments thereto;
x. Coordinates and implements compliance projects and *ad hoc* assignments;
xi. Carries out any other tasks as directed by the Executive Secretary (PSC); and
xii. Any other duties as directed by the Principal Permanent Secretary.