Anness A

Ministry:	*Ministeru għaż-Żgħażagħ, Benesseri u l-Implimentazzjoni tal-Programm Elettorali*	GVERN TA' MALTA MINISTERU GĦAŻ-ŻGĦAŻAGĦ, BENESSERI, U L-IMPLIMENTAZZJONI TAL-PROGRAMM ELETTORALI
Job Title:	*Manager II*	

Dmirijiet u Responsabbiltajiet

i. Jissorvelja u jikkoordina l-operazzjonijiet amministrattivi ta' kuljum fi ħdan id-dipartimenti assenjati biex tiżgura fluss ta' xogħol mingħajr xkiel u użu effiċjenti tar-riżorsi.

ii. Jiżviluppa, jimplimenta, u jissorvelja sistemi ta' uffiċċju, politiki, u proċeduri biex tiżgura konformità mar-regolamenti u standards tal-ministeru.

iii. Jamministra u jissorvelja l-istaff ta' appoġġ tad-dipartiment, billi tagħti direzzjoni, taħriġ, u valutazzjonijiet ta' prestazzjoni biex timmassimizza l-produttività.

iv. Jaġixxi bħala rabta bejn il-partijiet interessati interni u esterni, u tiffaċilita l-komunikazzjoni u l-iskambju ta' informazzjoni biex tappoġġja dipartimenti ohra.

v. Jikkoordina l-loġistika u l-ippjanar għal laqgħat, workshops, u avvenimenti uffiċjali, inkluż it-twaqqif tal-aġenda u segwitu fuq punti ta' azzjoni.

vi. Jassisti fil-preparazzjoni u r-reviżjoni ta' rapporti, preżentazzjonijiet, u dokumenti ta' politika, billi tipprovdi għarfien ibbażat fuq dejta biex tappoġġja t-teħid ta' deċiżjonijiet.

vii. Jiżgura li l-proċessi ta' rekordjar u dokumentazzjoni jkunu effiċjenti, siguri, u konformi mal-linji gwida tal-ministeru.

viii. Jidentifika u jimplimenta titjib fil-proċessi biex ittejjeb l-effiċjenza operattiva u l-kwalità tas-servizz fi ħdan id-dipartiment.

ix. Jissorvelja l-konformità mal-politiki ta' saħħa, sigurtà, u benesseri, biex jiżgura li l-attivitajiet kollha tal-ministeru jappoġġjaw ambjent tax-xogħol sigur u b'saħħtu.

x. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

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

Annex A

Ministry:	*Ministry for Youth, Wellbeing and the Implementation of the Electoral Programme*	**GOVERNMENT OF MALTA** MINISTRY FOR YOUTH, WELLBEING AND THE IMPLEMENTATION OF THE ELECTORAL PROGRAMME
Job Title:	*Manager II*	
Duties and Responsibilities		

i. Oversees and coordinates daily administrative operations within the assigned departments to ensure seamless workflow and efficient use of resources.

ii. Develops, implements, and monitors office systems, policies, and procedures to ensure compliance with ministry regulations and standards.

iii. Manages and supervises departmental support staff, providing direction, training, and performance assessments to optimize productivity.

iv. Liaise with internal and external stakeholders, facilitating communication and information exchange to support all departments.

v. Coordinates logistics and planning for meetings, workshops, and official events, including agenda setting and follow-up on action items.

vi. Assist in the preparation and review of reports, presentations, and policy briefs, providing data-driven insights to support decision-making.

vii. Ensures that record-keeping and documentation processes are efficient, secure, and in compliance with ministry guidelines.

viii. Identify and implement process improvements to enhance operational efficiency and service quality within the department.

ix. Monitors adherence to health, safety, and welfare policies, ensuring that all activities within the ministry support a safe and healthy work environment.

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

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