Annex A

MINISTRY FOR EQUALITY AND CIVIL RIGHTS

Ministeru	Ministeru għall-Ugwaljanza u d-Drittijiet Ċivili
L-impjieg	Assistant Manager

Dmirijiet u Responsabbilitajiet

i. Jassisti fl-ippjanar effettiv, il-koordinazzjoni u l-amministrazzjoni ta' kuljum ta' materji finanzjarji, tar-riżorsi umani u tal-akkwist.

ii. Iżomm rekords, sistemi ta' arkivjar, bażijiet tad-data u sistemi elettroniċi preċiżi u aġġornati.

iii. Jassisti fi tranżazzjonijiet finanzjarji u funzjonijiet bażiċi tal-kontabilità.

iv. Jassisti fl-ippjanar, il-monitoraġġ u l-kontroll tal-baġit.

v. Jappoġġja l-ippjanar tar-riżorsi umani u attivitajiet relatati mar-reklutaġġ u r-riżorsi.

vi. Jappoġġja t-tħejjija u l-monitoraġġ ta' sejħiet għall-applikazzjonijiet u eżerċizzji oħra relatati mar-riżorsi umani.

vii. Jappoġġja l-ippjanar u l-implimentazzjoni tal-proċeduri tal-akkwist matul iċ-ċiklu kollu tal-akkwist.

viii. Jassisti fit-tħejjija u l-verifika tad-dokumentazzjoni tal-akkwist, id-dokumentazzjoni relatata mal-evalwazzjoni u mal-fażi ta' wara l-għoti tal-kuntratt, ftehimiet kuntrattwali, addenda, u dokumentazzjoni meħtieġa mill-kumitati rilevanti, skont ir-rekwiżiti applikabbli.

ix. Jikkollabora u jżomm relazzjonijiet ta' ħidma effettivi mal-partijiet interessati interni u esterni, jikkomunika l-informazzjoni rilevanti u jagħmel is-segwitu meħtieġ dwar sottomissjonijiet, talbiet, deċiżjonijiet u azzjonijiet.

x. Jassisti fil-ġbir u t-tħejjija ta' rapporti, pubblikazzjonijiet, sottomissjonijiet u informazzjoni għall-maniġment, u jipprovdi informazzjoni rilevanti sabiex jappoġġja l-ippjanar u t-teħid tad-deċiżjonijiet.

xi. Iżomm ruħu aġġornat dwar leġiżlazzjoni, politiki tal-Gvern, standards, proċeduri, linji gwida u sistemi rilevanti, inklużi dawk relatati mal-ġestjoni finanzjarja, ir-riżorsi umani u l-akkwist pubbliku, u jieħu t-taħriġ rilevanti kif meħtieġ.

xii. Jikkontribwixxi għal proġetti, titjib fil-proċessi u inizjattivi mmirati lejn l-eċċellenza fis-servizz, inklużi miżuri għas-simplifikazzjoni, l-innovazzjoni, l-effiċjenza, il-konformità, is-sostenibbiltà u l-valur miżjud, filwaqt li jħares il-prinċipji u l-etos tas-Servizz Pubbliku.

xiii. Iwettaq kompiti oħra li, minn żmien għal żmien, jistgħu jiġu assenjati mis-Segretarju Permanenti;

xiv. Iwettaq kwalunkwe dmir ieħor kif dirett mis-Segretarju Permanenti Ewlieni.

Annex A

MINISTRY FOR EQUALITY AND CIVIL RIGHTS

Ministry	Ministry for Equality and Civil Rights
Job title	Assistant Manager

Duties and Responsibilities

i. Assists in the effective planning, coordination and day-to-day administration of financial, human resources and procurement matters.

ii. Maintains accurate and up-to-date records, filing systems, databases and electronic systems.

iii. Assists with financial transactions and basic accounting functions.

iv. Assists in budget planning, monitoring and control.

v. Supports human resources planning and resourcing activities..

vi. Supports the preparation and monitoring of calls for applications and other resourcing exercises .

vii. Supports the planning and implementation of procurement procedures throughout the procurement cycle.

viii. Assists in the preparation and vetting of procurement documentation, evaluation and post-award documentation, contract agreements, addenda, and documentation required by relevant committees, in line with applicable requirements.

ix. Liaises and maintains effective working relationships with internal and external stakeholders, communicates relevant information and follows up on submissions, requests, decisions and actions as necessary.

x. Assists in the compilation of reports, publications, submissions and management information, and provides relevant information to support planning and decision-making.

xi. Keeps abreast of relevant legislation, Government policies, standards, procedures, guidelines and systems, including those relating to financial management, human resources and public procurement, and undertakes relevant training as required.

xii. Contributes to projects, process improvement and service excellence initiatives, including measures aimed at simplification, innovation, efficiency, compliance, sustainability and added value, while upholding the principles and ethos of the Public Service.

xiii. Carries out other tasks that may, from time to time, be assigned by the Permanent Secretary;

xiv. Perform any other duties as directed by the Principal Permanent Secretary.