Anness A

L-impjieg	*Manager II (Human Resources)*

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ
PALAZZO PARISIO, TRIQ IL-MERKANTI, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

i. Jassisti lid-Direttur u l-Assistent Direttur bil-monitoraġġ tal-funzjonijiet delegati tal-policies, programmi u prattiki kollha tar-Riżorsi Umani biex jiżgura konformità mal-policies ċentrali mal-Ministeru;

ii. Jassisti fil-kordinament mad-direttorati kollha fil-Ministeru biex jevalwa u jirrakkomanda lill-Kap tad-Direttorat tar-Riżorsi Umani l-bżonnijiet tar-Riżorsi Umani, pjanijiet ta' suċċessjoni u nuqqas ta' ħiliet;

iii. Jappoġġa t-titjib tal-prestazzjoni fil-Ministeru/Dipartiment permezz tal-ippjanar, il-monitoraġġ u l-evalwazzjoni tar-riżultati filwaqt li jsiru referenzi neċessarji għall-impjegati li jeħtieġu gwida fil-karriera, pariri jew miżuri korrettivi/dixxiplinarji;

iv. Jimmaniġġja verifiki kostanti u regolari ta' konformità biex jiġi żgurat li l-policies stabbiliti qed jiġu osservati, u tiġi segwita l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa;

v. Jassisti lis-Senior Management fil-kordinazzjoni bejn l-Istrateġija tar-Riżorsi Umani u l-business goals, jikkontribwixxi lejn l-Analiżi tal-Ħtiġiet ta' Taħriġ u jappoġġja programmi ta' ġestjoni tal-bidla;

vi. Jimmaniġġja l-ġbir ta' data relatata mar-rekords tar-Riżorsi Umani tal-Ministeru billi juża s-sistemi standard tad-Dakar HR Corporate Data System għad-dħul ta' data, mistoqsijiet u rappurtar;

vii. Jappoġġja b'mod attiv lill-Kapijiet tal-Missjonijiet bi kwistjonijiet relatati mal-missjonijiet, inklużi iżda mhux limitati għar-reklutaġġ ta' Persunal Impjegat Lokalment, jispjega u jesegwixxi l-Kundizzjonijiet tas-Servizz.

viii. Jgħin lill-Uffiċjali li ntgħażlu biex iwettqu dmirijiet barra mill-pajjiż fl-Ambaxxati ta' Malta, Rappreżentanzi Permanenti u Kummissjonijiet Għolja għal tranżizzjoni bla xkiel minn Malta għall-pajjiż tal-istazzjonament.

ix. Jappoġġja u, fejn meħtieġ, jipparteċipa b'mod attiv fil-ġestjoni ta' relazzjonijiet industrijali fil-Ministeru u jħejji d-data/il-ħidma finanzjarja kollha meħtieġa f'każ ta' negozjati;

x. Jappoġġja l-Kultura ta' Eċċellenza filwaqt li jassigura komunikazzjoni effettiva fil-livelli kollha;

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

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

Annex A

Job title	*Manager II (Human Resources)*

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS
PALAZZO PARISIO, MERCHANT STREET, VALLETTA, MALTA

Duties and responsibilities

Nomenclatures denoting the male gender include also the female gender.

i. Supports the Director and Assistant Director with the monitoring of delegated functions of all Human Resources policies, programs, and practices to ensure compliance with central policies across the Ministry

ii. Assists in the liaison with all directorates in the Ministry to assess and recommend to the head of the HR Directorate the Human Resources requirements, succession plans and skills gaps;

iii. Supports the improvement of the performance in the Ministry/Department through planning, monitoring, and appraising of results whilst making necessary referrals for employees who require career guidance, counselling or corrective/disciplinary measures;

iv. Manages constant and regular compliance checks to ensure that established policies are being adhered to, and follow up on the timely implementation of corrective measures required;

v. Supports Senior Management in the alignment between the HR Strategy and business goals, contributes towards the Training Needs Analysis and supports change management programmes;

vi. Manages the collations of data related to Human Resources records of the Ministry by utilising the standard Dakar HR Corporate data systems for data entry, enquiry and reporting;

vii. Actively supports Heads of Missions with issues pertaining in the missions, included but not limited to recruitment of Locally Engaged Personnel, explain and execute the Conditions of Service.

viii. Assists Officers who have been selected to perform duties abroad in Malta Embassies, Permanent Representations and High Commissions for a smooth transition from Malta to the country of posting.

ix. Supports and if necessary actively participates in the management of harmonious industrial relations in the Ministry and prepares all the required data/financial workings in case of negotiations;

x. Supports the Culture of Excellence whilst ensuring effective communication at all levels;

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

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