Annex A

Ministeru	*Ministeru għall-Politika Soċjali u d-Drittijiet tat-Tfal .*
L-impjieg	*Manager I*

MINISTERU GĦALL-POLITIKA SOĊJALI U L-FAMILJA
310, PALAZZO FERRERIA, TRIQ IR-REPUBBLIKA VALLETTA

Dmirijiet u Responsabbiltajiet

i. Jassisti lit-tim fi ħdan id-Direttorat għall-Koordinazzjoni u l-Implimentazzjoni fl-analiżi ta' dossiers u kwistjonijiet tekniċi li jkunu qed jiġu diskussi fil-livell tal-UE jew internazzjonali, bil-għan li tiġi fformulata l-pożizzjoni ta' Malta fuq kwistjonijiet li jaqgħu taħt il-qasam tad-Drittijiet tat-Tfal;

ii. Jwettaq riċerka fuq oqsma, inizjattivi u miżuri relatati mad-drittijiet tat-tfal fil-livell nazzjonali, tal-UE u internazzjonali, u jfassal briefs kif ikun meħtieġ skont il-limiti ta' żmien stabbiliti;

iii. Jappoġġja l-koordinazzjoni u l-iżvilupp ta' proposti ta' proġetti kif ukoll l-implimentazzjoni tal-proġetti kif ikun meħtieġ minn żmien għal żmien;

iv. Jissorvelja l-implimentazzjoni ta' politiki, strateġiji, proġetti u inizjattivi oħra li jaqgħu taħt ir-responsabbiltà tal-Ministeru;

v. Jassisti fl-implimentazzjoni ta' miżuri u politiki relatati mat-tfal li jaqgħu taħt ir-remit tal-Ministeru;

vi. Jassisti fl-iżvilupp ta' għodod ta' monitoraġġ xierqa bil-għan li jipprovdu d-dejta meħtieġa;

vii. Jikkontribwixxi għall-abbozzar ta' rapporti u dokumenti kif ikun meħtieġ;

viii. Jimmaniġġja jew jassisti fil-ġestjoni ta' inizjattivi lokali, tal-UE u internazzjonali kif ukoll programmi oħra li jaqgħu taħt il-qasam tad-Drittijiet tat-Tfal;

ix. Isegwi l-obbligi li joħorġu minn inizjattivi nazzjonali, mill-UE u internazzjonali kif ikun xieraq;

x. Jassisti fil-preparazzjonijiet loġistiċi u organizzattivi relatati ma' avvenimenti, attivitajiet u laqgħat li jaqgħu taħt ir-remit tal-Ministeru;

xi. Jattendi u jirrappreżenta lill-Ministeru f'konferenzi, laqgħat u seminars, kemm lokalment kif ukoll barra minn Malta;

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

xiii. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	*Ministry for Social Policy and Children's Rights*
Job Title	*Manager I*

MINISTRY FOR SOCIAL POLICY AND THE FAMILY.

310, PALAZZO FERRERIA, REPUBLIC STREET VALLETTA.

Duties and Responsibilities

i. Assist the team within the Coordination and Implementation Directorate in analysing dossiers and technical issues being discussed at EU or international level with a view to formulate Malta's position on matters falling under the realm of Children's Rights;

ii. Carry out research on national, EU and international children's rights areas, initiatives, and measures and drawing up briefs as may be required within the set timeframes;

iii. Support in the coordination and development of project proposals and the implementation of projects as may be necessary from time to time;

iv. Monitor the implementation of policies, strategies, projects and other initiatives falling under the remit of the Ministry;

v. Assist with the implementation of child-related measures and policies that fall under the remit of the Ministry;

vi. Assist with the development of appropriate monitoring tools aimed to provide the necessary data;

vii. Contribute towards the drafting of reports and documents as necessary;

viii. Manage or assist in managing local, EU and international initiatives as well as other programmes under the realm of Children's Rights;

ix. Following up on obligations stemming from national, EU and International initiatives as appropriate;

x. Assisting in the logistical and organisational preparations in relation to events, activities, and meetings, falling under the remit of the Ministry;

xi. Attending and representing the Ministry in conferences, meetings, and seminars, both locally and abroad;

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

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