Anness A

Ministeru	Ministeru għall-Gvern Lokali u x-Xogħlijiet Pubbliċi - Diviżjoni għall-Gvern Lokali
L-impjieg	Manager II (biex iservi f'Għawdex)

Dmirijiet u responsabbiltajiet

i. Jgħin fir-riċerka u fl-applikazzjonijiet għal opportunitajiet ta' proġetti ko-finanzjati mill-UE u/jew Internazzjonali oħra abbażi tal-prijoritajiet tad-Diviżjoni għall-Gvern Lokali u s-settur tal governanza lokali b'mod ġenerali.

ii. Iwettaq dmirijiet relatati mal-kumpilazzjoni ta' data u statistika u kif ukoll ta' xogħol ieħor marbut ma' riċerka.

iii. Jassisti lill-Kap tas-Sezzjoni fl-abbozzar tal-pożizzjoni ta' Malta dwar formulazzjoni ta' politika proposta mibdija mill-Kunsill tal-Unjoni Ewropea u/jew mill-Parlament Ewropew u/jew millKumitat tar-Reġjuni u/jew mill-Kunsill tal-Ewropa

iv. Jipprovdi appoġġ dirett lill-Punti ta' Kuntatt għal programmi Ewropej li joperaw minn ġewwa d Diviżjoni għall-Gvern Lokali, li bħalissa huma l-Punt Nazzjonali URBACT u tal-Inizjattiva Urbana Ewropea.

v. Jattendi konferenzi, seminars u sessjonijiet ta' taħriġ kemm lokalment kif ukoll barra minn Malta skont struzzjonijiet tal-Kap tas-Sezzjoni jew mid-Direttur Ġenerali (Gvern Lokali) jew misSegretarju Permanenti.

vi. Jipprepara, jattendi u jsegwi laqgħat u ftehim varju li jista' jkun saru u jara li titwassal linformazzjoni għand il-partijiet interessati.

vii. Jiddissemina dokumentazzjoni, rapporti u kwestjonarji fost oħrajn li tista' tkun ta' interess lillimsieħba tas-settur.

viii. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' j/tiddelega lilu/ha kif jista' jkun meħtieġ;

ix. Jwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Local Government and Public Works – Local Government Division
Job Title	Manager II – (To serve in Gozo)

MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS

Duties and responsibilities

i. Supports in the research and funding applications for EU and/or internationally co-funded project opportunities in accordance to the priorities of the Local Government Division and the local governance sector in general.

ii. Performs duties related to the compilation of data and statistics and any other research work.

iii. Assists the Head of Unit with regards to Malta's position on proposed policy formulation initiated by the Council of the European Union and/or by the European Parliament and/or by the Committee of the Regions and/or by the Council of Europe.

iv. Provides direct support to the Contact Points for European programmes that operate from within the Local Government Division, currently being the National URBACT Point and the European Urban Initiative.

v. Attends conferences, seminars and training sessions both locally and abroad as directed by the Head of Unit or by the Director General (Local Government) or by the Permanent Secretary.

vi. Prepares, attends and follows–up on meetings and agreements and ensures that the respective information is brought to the attention of the interested parties.

vii. Disseminates documentation, reports and questionnaires amongst others that is of interest to the sector's stakeholders.

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

ix. Undertakes any other duties as directed by the Principal Permanent Secretary