Anness A

Ministeru	Ministeru għall-Gvern Lokali u x-Xogħlijiet Pubbliċi - Diviżjoni għall-Gvern Lokali
L-impjieg	Manager I (Riżorsi Umani)

Dmirijiet u responsabbiltajiet

i. Jassisti lis–*Senior Manager* fil-monitoraġġ tal-funzjonijiet delegati relatati mal-politiki, il-programmi u l prattiki kollha tar-riżorsi umani sabiex tiġi żgurata l-konformità mal-policies ċentrali dwar ir-rizorsi umani fid-Diviżjoni għall-Gvern Lokali u l-Kunsilli Lokali.

ii. Jassisti lill fit-twettiq ta' dmirijiet relatati mar-reklutaġġ, il-promozzjonijiet u l progressjonijiet tal-impjegati, skont il-ħtieġa.

iii. Jassisti fit-tfassil ta' checklists u Standard Operating Procedures sabiex titjieb l-aderenza mal-proċessi, il-proċeduri u r-regolamenti, u jitnaqqsu r-riskji ta' nuqqas ta' konformità fir-riżorsi umani.

iv. Jikkordina u jwettaq verifiki regolari fil-processi t-HR sabiex jiżgura li l-policies stabbiliti jkunu qed jiġu osservati, u jsegwi l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa.

v. Jassisti lis-superjur fl-allinjament bejn l-Istrateġija tar-Riżorsi Umani u l-għanijiet operattivi, jikkontribwixxi għall-Analiżi tal-Ħtiġijiet ta' Taħriġ u jappoġġja programmi ta' ġestjoni tal-bidla.

vi. Jikkoordina u jipparteċipa fil-ġbir ta' data relatata mar-rekords tar-riżorsi umani tal-Ministeru permezz tal-użu tas-sistemi standard tad-data Dakar HR Corporate u SRS għad-dħul tad-data, konsultazzjoni u rappurtar.

vii. Jassiti fil-kordinament mal-Kapijiet fi ħdan il-Ministeru sabiex jiżgura l-implimentazzjoni u l-konformità sħiħa mal-proċessi ta' evalwazzjoni tal-prestazzjoni, u jieħu l-azzjoni meħtieġa sabiex jiżgura li l-iskadenzi stabbiliti jiġu osservati strettament.

viii. Jassisti fil-proċess ta' reklutaġġ tal-Ministeru, inkluż it-tfassil, l-ipproċessar u l-ħruġ ta' sejħiet għall applikazzjonijiet, filwaqt li jiżgura li l-proċeduri meħtieġa jiġu segwiti skont il-politiki u r-regolamenti fis seħħ u l-gwida tad-Diviżjoni People and Standards.

ix. Jassisti u jħejji d-data u l-kalkoli finanzjarji kollha meħtieġa f'każ ta' negozjati.

x. Jimmaniġja l-proċessi meħtieġa relatati mal-pagi tal-impjegati sabiex tinżamm data finanzjarja u amministrattiva konsistenti u preċiża.

xi. Jassisti fit-tħejjija u l-qsim tad-data, u jikkoordina mal-IPS għall-induzzjoni ta' impjegati ġodda jew impjegati oħra li jkunu jeħtieġu żvilupp skont ir-riżultati tal-evalwazzjonijiet tal-prestazzjoni, kif ukoll jikkoordina programmi ta' orjentazzjoni bejn il-Ministeri fejn meħtieġ.

xii. Jappoġġja l-Kultura tal-Eċċellenza filwaqt li jiżgura komunikazzjoni effettiva fil-livelli kollha.

xiii. Iwettaq dmirijiet oħra kif ordnat mis-Senior Manager responsabbli mill-Ġestjoni tal-Persuni u mis-Segretarju Permanenti.

xiv. Jappoġġja fl-iżgurar tal-implimentazzjoni f'waqtha tat-talbiet kollha li jaslu permezz tal-indirizz elettroniku ġeneriku tar-Riżorsi Umani.

xv. Jikkoordina l-laqgħat tal-HR ta' nofs is-sena u dawk annwali mad-Direttorati tal-Gvern Lokali u l Kunsilli Lokali.

xvi. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Prinċipali.

Annex A

Ministry	Ministry for Local Government and Public Works
Job Title	Manager I (Human Resources)

MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS

Duties and responsibilities

i. Supports the Senior Manager with the monitoring of delegated functions of all human resources policies, programmes and practices to ensure compliance with central HR policies across the Local Government Division and Local Councils.

ii. Assists the Senior Manager in performing duties related to the recruitment, promotions and progressions of employees, as and when required.

iii. Assists in creating checklists and Standard Operating Procedures to improve adherence to processes, procedures and regulations.

iv. Coordinates and carries out regular HR compliance checks in HR processes to ensure that established policies are being adhered to and follows up on the timely implementation of any corrective measures required.

v. Assists the superior in aligning the HR Strategy with business goals, contributes towards the Training Needs Analysis and supports change management programmes.

vi. Coordinates and participates in the collation of data relating to the Ministry's human resources records by utilising the standard Dakar HR Corporate and SRS data systems for data entry, enquiries and reporting

vii. Assists in liaising with the Heads within the Ministry to ensure the implementation of, and full compliance with, performance appraisals, and takes the necessary action to ensure that the prescribed timeframes are strictly adhered to.

viii. Assists in liaising the Ministry's recruitment process, including the drafting, processing and issuing of calls for applications, ensuring that all procedures are carried out in accordance with prevailing policies, regulations and the guidance issued by the People and Standards Division.

ix. Supports and prepares all the required data and financial workings in relation to negotiations.

x. Manages the necessary employee payroll processes to ensure accurate and consistent financial and personnel data.

xi. Assists in the preparation and dissemination of data, and coordinates with IPS regarding the induction of new employees and the development of employees following the outcomes of performance appraisals, as well as coordinating inter-ministerial orientation programmes where necessary.

xii. Supports the Culture of Excellence while promoting effective communication at all levels.

xiii. Performs other duties as directed by the Senior Manager responsible for People Management and the Permanent Secretary

xiv. Supports the timely implementation of all requests received through the HR generic email account

xv. Coordinates the mid-year and annual HR meetings with the Local Government Directorates and Local Councils.

xvi. Any other durties as directed by the Prinicpal Permanent Secretary