

Anness A



MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD,
L-IKEL U D-DRITTIJJIET TAL-ANNIMALI

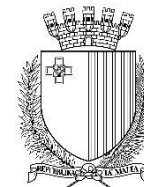
Uffiċċju tas-Segretarju Permanenti
123, Triq Santa Luċija, Valletta VLT 1183 - Malta

Ministeru	Ministeru għall-Agricoltura, is-Sajd, l-Ikel u d-Drittijiet tal-Annimali
L-impjeg	Pożizzjoni ta' Senior Programme Manager

Dmirijiet u responsabbiltajiet

- i. Jissorvelja l-attività u l-hidma tal-persunal u msieħba ingaġġati mill-proġett;
- ii. Jassissti lill-mexxejja tal-Pakkett ta' Hidma;
- iii. Jikkoordina mal-MFE fuq approvazzjonijiet tal-finanzi u akkwist ta' servizzi;
- iv. Johroġ Tenders;
- v. Jirraporta lill-Kumitat ta' Tmexxija tal-Proġett;
- vi. Jipprezenta rapporti provisorji u talbiet għal hlasijiet provisorji;
- vii. Jissorvelja l-iżvilupp ta' materjali pubbliċi online u jaġġorna l-website dwar suġġetti rilevanti f'koordinament mad-Direttur;
- viii. Jirrapprezenta d-Dipartiment għall-Affarijiet Rurali għall-proġett u jibni rapport ma' universitajiet, il-gvern u persuni oħra nteressati;
- ix. Jahdem mill-qrib u jibni relazzjonijiet pożittivi mas-shab tal-proġett u jipprovdi appoġġ u għajnuna kontinwa;
- x. Janalizza d-data li tirriżulta mill-proġett u jagħmel ir-rakkomandazzjonijiet meħtieġa;
- xi. Jinvolvi ruħu mal-media u jhejji stqarrijiet għall-istampa dwar kwistjonijiet ta' strategija rilevanti f'koordinament mad-Direttur;
- xii. Jahdem f'kollaborazzjoni ma' kollegi oħra fid-dipartiment tal-Affarijiet Rurali biex jikkontribwixxi għal għanijiet estensivi;
- xiii. Kwalunkwe komputu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR AGRICULTURE, FISHERIES,
FOOD AND ANIMAL RIGHTS

Office of the Permanent Secretary
123, St. Lucy Street, Valletta VLT 1183 – Malta

Ministry	Ministry for Agriculture, Fisheries, Food and Animal Rights
Job title	Position of Senior Programme Manager

Duties and responsibilities

- i. Oversees conduct of all activities by project staff and partners;
- ii. Offers necessary support to Work Package leaders;
- iii. Liaises with MFE for financial approvals and procurement of services;
- iv. Issues and awards Tenders;
- v. Reports to the Project Steering Committee;
- vi. Submits interim reports and interim payment claims;
- vii. Oversees the development of public and online materials and updates the website on relevant topics in liaison with the Director;
- viii. Represents the Rural Affairs Department for the project and building partnerships with universities, government and other relevant stakeholders;
- ix. Works closely and builds positive relationships with project partners and provides support and ongoing assistance;
- x. Analyses data resulting from the project and makes the necessary recommendations;
- xi. Engages with the media, prepares press on relevant policy issues in liaison with the Director;
- xii. Works in collaboration with other staff within the Rural Affairs department to contribute to wider goals;
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Any other duties as directed by the Principal Permanent Secretary.

