

Anness A



L-impjeg	Manager II
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MINISTERU GHALL-AFFARIJJIET BARRANIN U EWROPEJ

Palazzo Parisio, Triq il-Merkanti, Valletta

Dmirijiet u responsabbiltajiet

- i. Jassisti lid-Diretturi u l-Assistenti Diretturi f'xogħol ta' kuljum fl-uffiċju u jiżgura kwistjonijiet ta' koordinazzjoni effettivi madwar il-Ministeru, kif ukoll fis-superviżjoni, monitoraġġ u *mentoring* ta' uffiċjali fil-pożizzjoni ta' Manager I u ekwivalenti;
- ii. Meta jkun meħtieġ, jattendi laqgħat f'Malta u barra, konferenzi u sessjonijiet ta' taħriġ u laqgħa tal-bord relatati ma' dawk l-oqsma ta' responsabbiltà;
- iii. Isegwi mill-qrib il-laqgħat tal-gruppi ta' hidma rispettivi, inkluża l-koordinazzjoni tal-pożizzjonijiet li għandhom jiġu adottati minn Malta, u l-abbozzar ta' noti ta' struzzjoni, memos ta' spjegazzjoni, noti ta' informazzjoni u rapporti u riċerka kif applikabbli għall-qasam ta' responsabbiltà;
- iv. Jikkoordina r-riċerka u l-proġetti, kif applikabbli, fil-qasam tar-responsabbiltà;
- v. Iżomm kuntatt mal-persuni / esperti tekniċi rilevanti u ma' Ministeri oħra fl-abbozzar tal-pożizzjoni ta' Malta fil-fora kollha relatati tal-UE u dawk internazzjonali;
- vi. Jikkomunika mal-Kapijiet tal-Missjonijiet u r-Rappreżentanti Permanenti kif meħtieġ;
- vii. Jimmonitorja t-traspożizzjoni effettiva u l-implimentazzjoni f'waqtha tal-proġetti li jistgħu jinkludu l-abbozzar ta' strategiji u proċeduri operattivi;
- viii. Iwettaq riċerka, jipprovdi kontribut u jivverifika l-produzzjoni, il-preżentazzjoni, l-evalwazzjoni u t-tixrid ta' rapporti lill-partijiet interessati fir-riċerka, jikkoordina konkluzjonijiet u analiżi tas-sejbiet u l-preparazzjoni ta' *briefs* u diskorsi dwar kwistjonijiet li jaqgħu taħt il-kompetenza tal-Ministeru, filwaqt li jipprovdi appoġġ amministrattiv, kif meħtieġ;
- ix. Jissorvelja dawk li jaqgħu taħt ir-responsabbiltà tiegħu u studenti / apprendisti f'bidmiet operattivi ta' kuljum u jsegwi riċerka kompluta biex jipprovdi analiżi tar-riżultati u l-kontribuzzjoni tagħha lejn is-servizzi;
- x. Tabbozza ftehimiet dwar proġetti u inizjattivi bil-Malti u bl-Ingliż kif meħtieġ.
- xi. Ifassal *Briefing* u noti ta' sfond kif ukoll noti ta' istruzzjonijiet u noti ta' diskors relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni, kif u meta meħtieġ;
- xii. Ikun effiċjenti, ikollu ħiliet sodi ta' ġestjoni tal-ħin u jkun pragmatiku biex jidentifika kompiti ta' prijorità, ilaħħaq ma' *deadlines* u jwettaq xogħol b'mod immedjat;
- xiii. Jipossjedi ħiliet ta' ħsieb analitiku u kritiku;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Job title	<i>Manager II</i>
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Annex A

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS

Palazzo Parisio, Merchants Str, Valletta

Duties and responsibilities

- i. Assists the Directors and Assistant Directors in everyday office tasks and ensuring effective coordination matters across the Ministry, also in the supervision, monitoring and mentoring of officers in the position of Manager I and equivalent;
- ii. When required, attends meetings in Malta and abroad, conferences and training sessions and board meeting related to those areas of responsibility;
- iii. Follows closely the meetings of the respective working groups, including the coordination of the positions to be adopted by Malta, and the drafting of instruction notes, explanatory memos, briefing notes and reports and research as applicable to the area of responsibility;
- iv. Coordinates research and projects, as applicable, in the area of responsibility;
- v. Liaises with the relevant technical persons/experts and with other Ministries in drafting Malta's position in all related EU and international fora;
- vi. Liaises with Heads of Missions and Permanent Representatives as the need arises;
- vii. Monitors the effective transposition and timely implementation of the projects which may include the drafting of strategies and standard operating procedures;
- viii. Conducts research, provides input and audits the production, presentation, evaluation and dissemination of reports to research stakeholders, coordinates conclusions and analysis of findings and the preparation of briefs and speeches on matters falling within the remit of the Ministry, whilst providing administrative support as necessary to staff, where necessary;
- ix. Supervises junior staff and students/trainees in day-to-day operational tasks and follow up completed research to provide analysis of the outcomes and its contribution towards the services;
- x. Drafts agreements in relation to projects and initiatives in Maltese and English as necessary;
- xi. Draws up Briefing and Background Notes as well as Instruction Notes and Speaking Notes/Lines to Take, related to this position's area of responsibility, as and when required;
- xii. Be efficient, possess sound time management skills and be pragmatic to identify priority tasks, meet deadlines and deliver in a prompt manner;
- xiii. Possesses analytical and critical thinking skills;
- xiv. Undertakes any other task, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.