

Anness A



Ministeru	Ministeru għas-Saħħa
L-impjeg	Post ta' Senior Manager

OFFICE of the DEPUTY PRIME MINISTER MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

Is-Senior Manager fi hdan id-Direttorat tal-Cancer Care Pathways se jkun responsabbli lejn id-Direttur Cancer Care Pathways Directorate.

Id-dmirijiet ta' Senior Manager fi hdan id-Direttorat tal-Cancer Care Pathways jinkludu, fost oħrajn:

- i. Jwettaq u jimmanigja proġetti ta' riċerka f'isem l-uffiċċju tad-Direttorat tal-Cancer Care Pathways dwar kura u/jew interventi relatati mal-kanċer.
- ii. ppjanar xieraq ta' verifiki (audits) dwar prattiċi preżenti, ġbir u analiżi ta' data b'konnessjoni ma' verifiki (audits) u proġetti oħra ta' riċerka.
- iii. Jhejji u jassisti fil-preparazzjoni ta' komunikazzjonijiet u preżentazzjonijiet dwar riċerka, u l-produzzjoni ta' riżultati u rapporti fiż-żmien kif ordnat mid-Direttur tal-Cancer Care Pathways.
- iv. Jwettaq dmirijiet fir-rigward tal-implimentazzjoni b'suċċess ta' strateġiji fil-kompetenza tal-Uffiċċju.
- v. l-ġestjoni, l-iffacilitar u l-koordinazzjoni ta' laqgħat ta' Gruppi ta' Hidma Interni u Gruppi ta' Esperti kif meħtieġ.
- vi. l-iffacilitar tat-twaqqif ta' Unità ta' Provi Kliniċi u wara, jikkoordina u jidderiegi d-disinn, l-implimentazzjoni, u l-monitoraġġ ta' provi kliniċi.
- vii. Jigi mogħti għajnuna b' mod teknika lil membri oħra tat-tim fuq xogħol relatat ma' proġetti ta' riċerka u fit-tfassil u t-tmexxija ta' xogħol ta' riċerka dwar il-kura tal-kanċer.
- viii. Jwettaq dmirijiet oħra xierqa skont l-esigenza tas-servizz tal-kura tas-saħħa u kif ordnat mid-Direttur Cancer Care Pathways.
- ix. Jagħmel użu minn Sistemi ta' Teknoloġija tal-Infommazzjoni li jistgħu jkunu qed joperaw fi hdan il-Ministeru għas-Saħħa.
- x. Jwettaq kull xogħol ieħor, li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;
- xi. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni

People Management Division

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Annex A

Ministry	Ministry for Health
Job title	Post of Senior Manager



OFFICE of the DEPUTY PRIME MINISTER MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

The Senior Manager within the Cancer Care Pathways Directorate will be responsible and accountable to the Director Cancer Care Pathways Directorate.

The duties of Senior Manager within the Cancer Care Pathways Directorate include, amongst others:

- i. Carries out and manages research projects on behalf of the office of the Cancer Care Pathways Directorate regarding cancer care or interventions.
- ii. Enables proper planning of audits on present practices and collecting and analyzing data in connection with audits and other research projects.
- iii. Prepares and assists in research communications and producing deliverables and reports within the time frames as directed by the Cancer Care Pathways Director.
- iv. Performs duties in relation to the successful implementation of strategies within the remit of the Office.
- v. Manages, facilitates, and coordinates meetings of Internal Working Groups and Expert Groups as required.
- vi. Facilitates the setting up of a Clinical Trials Unit and thereafter, coordinate and direct the design, implementation, and monitoring of clinical trials.
- vii. Technically assists other members of the team with work related to research projects and in the design and conduct of cancer care research work.
- viii. Performs other appropriate duties according to the exigency of the health care service and as directed by the Director Cancer Care Pathways.
- ix. Makes use of Information Technology Systems which may be in operation within the Ministry for Health.
- x. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xi. Any other duties as directed by the Principal Permanent Secretary

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