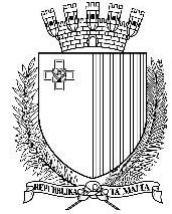


Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR)
L-impjeg	Liaison Officer



MINISTERU GHALL-EDUKAZZJONI, L-ISPORT, IŻ-
ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

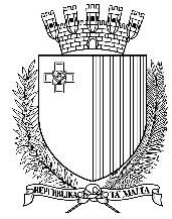
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Liaison Officer jinkludu li:

- i. Jikkordina logistika ta' kontingenti ta' atleti li jaslun u jitolqu mill-ajruport;
- ii. Jaħdem fuq akkreditazzjonijiet ta' kontingenti ta' atleti;
- iii. Jikkordina tqassim ta' ikel u xorb marbutin mal-Logħob tal-Pajjiżi ż-Żgħar Malta 2023;
- iv. Jikkordina logistika marbuta mal-Logħob tal-Pajjiżi ż-Żgħar Malta 2023;
- v. Jirreġistra kontingenti ta' atleti;
- vi. Jieħu ħsieb id-dhul u l-hruġ ta' spettaturi waqt il-Logħob tal-Pajjiżi ż-Żgħar Malta 2023;
- vii. Jieħu ħsieb ta' tqassim ta' artikoli marbuta mal-Logħob tal-Pajjiżi ż-Żgħar Malta 2023;
- viii. Jikkordina l-akkomodazzjoni tal-kontingenti tal-atleti;
- ix. Jikkordina arranġamenti ta' trasport;
- x. Xogħol tal-ufficju relatat mal-Logħob tal-Pajjiżi ż-Żgħar Malta 2023;
- xi. Jikkordina logistika relatata ma' VIPs tal-Logħob tal-Pajjiżi ż-Żgħar Malta 2023;
- xii. Jipprepara midalji biex jitqassmu waqt iċ-ċermonji tat-tqassim tal-midalji;
- xiii. Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
Job title	Liaison Officer



MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Liaison Officer include:

- i. Coordinates logistics of athletes' contingencies arriving and departing from the airport;
- ii. Works on accreditations of contingents of athletes;
- iii. Coordinates the distribution of food and drinks related to the Games of Small States of Europe Malta 2023;
- iv. Coordinates logistics related to the Games of Small States of Europe Malta 2023;
- v. Registers contingents of athletes;
- vi. Coordinates the entry and exit of spectators during the Games of Small States of Europe Malta 2023;
- vii. Distributing merchandise related to the Games of Small States of Europe Malta 2023;
- viii. Coordinates the accommodation of contingents of athletes;
- ix. Coordinates transportation arrangements;
- x. Office work related to the Games of Small States of Europe Malta 2023;
- xi. Coordinates logistics related to VIPs of the Games of Small States of Europe Malta 2023;
- xii. Prepares medals to be distributed during medal distribution ceremonies;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xv. Any other duties as directed by the Principal Permanent Secretary.