

# Anness A

<b>Ministeru</b>	Ministeru għal Għawdex
<b>L-impjeg</b>	Manager II



MINISTERU GĦAL GĦAWDEX  
Piazza San Franġisk ir-Rabat Għawdex

## Dmirijiet u responsabbiltajiet

- i. Jahdem mad-Direttur għall-Iżvilupp tal-Politika u l-Implimentazzjoni tal-Programm (DPDPI) u jipprovdi informazzjoni aġġornata u f'waqtha dwar l-Miżuri tal-Baġit tal-PDPID; KPIs; Miżuri ta' Simplifikazzjoni; l-impenji tal-Manifest Elettorali fost l-oħrajn;
- ii. Jikkordina l-formulazzjoni tal-Pożizzjoni ta' Malta għall-briefs tal-Kunsill tal-UE f'dak li għandu x'jaqsam ma' oqsma ta' politika li jaqgħu taħt ir-responsabbiltà tal-Ministeru;
- iii. Iqis l-impatt soċjo-ekonomiku maħruġ mill-Kummissjoni dwar proposti, billi jwettaq riċerka u analiżi xierqa sabiex tiddetermina l-impatt mistenni li l-proposti jista' jkollhom fuq Malta u l-politika tagħha;
- iv. Jipprepara dokumenti ta' politika, dokumenti analitiċi u ta' sfond, istruzzjonijiet, rapporti kif ukoll riċerka, inkluż xogħol marbut ma' politika rigward kwistjonijiet interni u esterni tal-UE, kwistjonijiet istituzzjonali, kif ukoll relazzjonijiet bilaterali u multilaterali;
- v. Iwettaq dmirijiet ta' rappreżentanza, f'Malta u barra minn Malta, inkluża l-partecipazzjoni f'konferenzi, laqgħat u taħriġ f'Malta u barra minn Malta kif ikun meħtieġ;
- vi. Jikkordina t-tlestija ta' studji u inizjattivi oħra skont kif mitluba mill-Kummissjoni Ewropeja;
- vii. Jikkoordina l-input u d-dokumentazzjoni meħtieġa fir-rigward tal-piloti tal-UE, il-ksur tal-liġi tal-UE u s-sejbiet tal-missjonijiet tal-Kummissjoni;
- viii. Iżomm kuntatt ma' Ministeri oħra sabiex jiformula pożizzjoni nazzjonali xierqa u jqis l-implikazzjonijiet tad-dokumentazzjoni kollha tal-UE li tirrelata ma' qasam pertinenti ta' politika;
- ix. Jikkoordina thejijiet loġistiċi u organizzattivi, kif meħtieġ, għal avvenimenti, attivitajiet u laqgħat organizzati mill-Ministeru relattiv;
- x. Jgħin direttorati u entitajiet oħra li jaqgħu fi hdan il-Ministeru fi kwistjonijiet ta' żvilupp ta' politika partikolarment dawk li joħroġu mill-obbligi tal-UE, iżommhom aġġornati mal-politiki li qed jiġu proposti u diskussi mill-UE li jistgħu jinfluwenzaw l-operat jew l-istrateġija tal-Ministeru;
- xi. Jissorvelja u / jew idahħal data f'databases elettronici użati għall-ħażna u l-iskambju tad-data;
- xii. Iwettaq riċerka għall-fondi tal-UE u jiċċirkola informazzjoni dwar opportunitajiet ta' finanzjament tal-UE u jipprovdi għajna kif ukoll gwida fit-tfassil ta' proposti u ġestjoni tal-proġetti;
- xiii. Jissorvelja x-xogħol ta' uffiċjali subalterni inkluż li jipprovdi direzzjoni u gwida u jiżgura li l-kompiti tagħhom qed jitwettqu b'mod effiċjenti u f'waqtu;
- xiv. Kwalunkwe kompetu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Gozo
<b>Job title</b>	Manager II



## Duties and responsibilities

- i. Provides the Director Policy Development and Programme Implementation (DPDPI) with timely and updated information about the PDPID's Budget Measures; Additional Measures, KPIs; Simplification Measures; the Electoral Manifesto commitments amongst others;
- ii. Coordinates the formulation of the Malta Position for EU Council briefs in relation to policy areas which fall under the respective Ministry's responsibility;
- iii. Assesses socio-economic impact issued by the Commission with regards to proposals, by carrying out research and appropriate analysis to determine the expected impact of proposals on Malta and its policies;
- iv. Prepares policy papers, analytical and background papers, briefs, reports, as well as research, including work related to policy with regard to EU internal and external matters, institutional matters, as well as bilateral and multilateral relations;
- v. Undertakes representational duties, in Malta and overseas, including participation in conferences, meetings and training in Malta and abroad as may be required;
- vi. Coordinates the completion of studies and other initiatives as requested by the European Commission;
- vii. Coordinates the required input and documentation with regards to EU pilots, EU infringements and Commission mission findings;
- viii. Liaises with other Ministries in order to formulate an appropriate national position and assesses the implications of all EU documentation relating to the pertinent policy areas;
- ix. Coordinates logistical and organisational preparations, as required, for events, activities and meetings organised by the relative Ministry;
- x. Assists other directorates and entities falling within the Ministry in policy development issues particularly those emanating from EU obligations; keeps them abreast with the policies being proposed and discussed by the EU that may influence the Ministry's operation or strategy;
- xi. Supervises and / or input data into electronic databases used for the storing and exchange of data;
- xii. Scouts for EU funds and circulates information on EU funding opportunities and provides assistance as well as guidance in the design of proposals and project management;
- xiii. Supervises the work of junior officials including providing direction and guidance and ensuring that their tasks are being undertaken in an efficient and timely manner;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.