

Anness A

Ministeru	Ministeru għal Ghawdex
L-impjeg	Manager II (Project Management)



MINISTERU GĦAL GHAWDEX
Pjazza San Franġisk, ir-Rabat Ghawdex

Dmirijiet u responsabbiltazjiet

- i. Jissorvelja t-twertiq ta' proġetti eżistenti, inklużi proġetti ta' restawr, li qegħdin fis-seħħ u oħrajn li jkunu qed jiġu żviluppati;
- ii. Jiżviluppa u jfassal inizjattivi għal proġetti futuri, inklużi proġetti ta' restawr u jippjana l-implimentazzjoni tal-proġetti;
- iii. Jipprepara u jaġġorna t-timeframes ta' proġetti individwali b'konsultazzjoni mal-persuna nkarigta mill-proġett u l-istaff professjonali u tekniku;
- iv. Jorganizza laqgħat mat-tim tal-proġett u jhejji l-minuti;
- v. Jipprepara u jissorvelja rapporti dwar progress ta' xogħol u jassigura li r-rappurtaġġ ikun fil-ħin u tal-livell meħtieġ;
- vi. Jissorvelja l-implimentazzjoni finanzjarja tal-proġetti;
- vii. Jassisti fis-sottomissjonijiet tal-applikazzjonijiet għall-fondi;
- viii. Jipprovdi appoġġ fil-proċessi ta' xiri, pagamenti u verifika / ċertifikazzjoni;
- ix. Jipprovdi gwida interna u l-informazzjoni mitluba relatata mal-ipprogrammar u l-implimentazzjoni tal-proġetti;
- x. Jaġħmel verifiki ta' dokumenti u jmur fiżikament fuq proġetti u jipprovdi appoġġ waqt sessjonijiet ta' verifika u waqt l-għeluq ta' proġett jew programm;
- xi. Jirraporta irregolaritajiet u jsegwi kull irregolarità jew notice of financial correction li jkun maħruġ mill-imsieħba konċernati;
- xii. Jieħu ħsieb u/jew idañħal data f' databases elettronici użati għall-preservazzjoni u bdil ta' data;
- xiii. Jieħu ħsieb l-implimentazzjoni tar-rekwiżiti tal-pubblicità marbuta mal-proġetti;
- 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.

Annex A

Ministry	Ministry for Gozo
Job title	Manager II (Project Management)



Duties and responsibilities

- i. Supervises the implementation of existing projects, including restoration projects, that are in place and others that are being developed;
- ii. Develops and designs initiatives for future projects, including restoration projects, and plan ways to implement them in appropriate periods;
- iii. Prepares and updates the timeframes of individual projects in consultation with the project owner and the professional and technical staff;
- iv. Organizes meetings with the project teams and prepares the minutes;
- v. Prepares and supervises progress reports and ensures that reporting on projects is up to date and of the required standard;
- vi. Supervises the financial implementation of the projects;
- vii. Assists with the submission of applications for funding;
- viii. Provides support in the procurement, payment and verification/certification processes;
- ix. Provides internal guidance and the requested information related to the programming and implementation of the projects;
- x. Does document verifications and physically go onsite and provides support during verification missions and during the closure of a project or programme;
- xi. Reports irregularities and follows up any irregularity or notice of financial correction that is issued by the partners concerned;
- xii. Takes care of and/or enters data into electronic databases used for the preservation and exchanges of data;
- xiii. Takes care of the implementation of the publicity requirements linked to the projects;
- 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.