

Ministeru	<i>Ministeru għat-Turiżmu</i>
L-impjeg	<i>Manager II (Project Management)</i>

Anness A



MINISTERU GĦAT-TURIŻMU
233 TRIG IR-REPUBBLIKA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jissorvelja l-implimentazzjoni tal-Miżuri tal-Baġit; KPIs; il-Miżuri tas-Simplifikazzjoni; l-impjenji tal-Manifest Elettorali, u proġetti u inizzjattivi ffinanzjati fuq bażi lokali, u mill-UE, biex tiżgura l-implimentazzjoni f'waqtha tagħhom;
- ii. Jaħdem mill-qrib mad-diretturi u l-kapijiet fi ħdan il-Ministeru, l-entitajiet tal-Gvern, l-awtoritajiet, l-utenti tas-servizzi, u partijiet ikkonċernati oħra sabiex tkun f'pożizzjoni li tissorvelja l-implimentazzjoni, tevalwa l-prestazzjoni u l-effettività tal-programmi, il-proġetti u l-attivitajiet, u tassisti fis-soluzzjoni ta' kwalunkwe kwistjoni li tista' tkun qed tfixkel l-implimentazzjoni b'suċċess tagħhom;
- iii. Iħejji rapporti tal-progress u kwalunkwe rapport ieħor relatat mal-proġett kif meħtieġ, u jtellja informazzjoni fuq il-programmi rilevanti;
- iv. Jamministra proġetti (inkluż inizzjattivi) u riżorsi relatati (finanzjarji, umani, tangibbli u intangibbli) taħt id-direzzjoni tas-superjuri, bil-ħsieb li jwasslu proġetti skont il-parametri ta' Baġit, Ħin u Kwalità;
- v. Jiżgura l-konformità mal-linji gwida ta' rappurtar obligatorji sabiex ir-riżultati u l-passi ewlenin 'il quddiem jiġu ddotamentati, imniżżla u mxerrda kif xieraq lill-manigment prinċipali tal-Ministeru;
- vi. Jiffacilita s-sottomisjoni ta' proposti ta' proġetti għall-finanzjament mill-UE u minn istituzzjonijiet ta' finanzjament oħra;
- vii. Jirrevedi dokumenti nazzjonali u tal-UE u jipprovdi l-*feedback* neċessarju lill-entitajiet rispettivi li jaqgħu taħt l-istess Ministeru;
- viii. Jirrapreżenta l-Ministeru f'konferenzi, seminars u laqgħat, kemm lokalment kif ukoll barra mill-pajjiż, kif ikun meħtieġ;
- ix. Ifassal rapporti u noti tal-uffiċju dwar kwistjonijiet relatati mal-portafoll tal-Ministeru minn perspettiva lokali, kif ukoll Ewropea u internazzjonali;
- x. Jassisti lis-superjuri f'kwistjonijiet operattivi ġenerali ta' kuljum (finanzjarji, HR, politiki u proċeduri) u jipprovdi l-appoġġ amministrattiv meħtieġ fl-uffiċju, sabiex jiġi żgurat li n-nies u r-riżorsi joperaw b'mod effettiv u effiċjenti, u li l-proġetti ppjanati jitwasslu fil-ħin. Jadotta azzjoni ta' rimedju, jekk meħtieġ;
- xi. Iwettaq kompiti oħra li, minn żmien għal żmien, jistgħu jiġu assenjati mis-Segretarju Permanenti;
- xii. Iwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewleni.

Ministry	<i>Ministry for Tourism</i>
Job title	<i>Manager II (Project Management)</i>

Annex A



MINISTRY FOR TOURISM
233 REPUBLIC STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Monitors the implementation of Budget Measures; KPIs; Simplification Measures; the Electoral Manifesto commitments, and locally, and EU funded, projects and initiatives to ensure their timely implementation;
- ii. Works closely with directors and heads within the Ministry, Government entities, authorities, service users, and other stakeholders in order to be in a position to monitor implementation, evaluate the performance and effectiveness of programmes, projects and activities, and assist in resolving any issues which may be hindering their successful implementation;
- iii. Prepares progress reports and any other project related reports as required, and uploads information onto the relevant programs;
- iv. Manages projects (including initiatives) and related resources (financial, human, tangible and intangibles) under the direction of superiors with a view to deliver projects according to Budget, Time and Quality parameters;
- v. Ensures compliance with mandatory reporting guidelines such that results and major milestones are properly documented, captured and disseminated to the Ministry's senior management;
- vi. Facilitates the submission of project proposals for funding from the EU and other funding institutions;
- vii. Reviews EU and national documents and provides the necessary feedback to the respective entities falling under the same Ministry;
- viii. Represents the Ministry in conferences, seminars and meetings, both locally and abroad, as may be required;
- ix. Draws up reports and office briefs on matters related to the Ministry's portfolio from a local, as well as a European and international perspective;
- x. Assists superiors in the overall day-to-day operational matters (financial, HR, policies and procedures) and provides the administrative support required in the office, so as to ensure that people and resources operate effectively and efficiently, and that planned projects are delivered on time. Adopts remedial action, if required;
- xi. Carries out other tasks that may, from time to time, be assigned by the Permanent Secretary;
- xii. Undertakes any other duties as directed by the Principal Permanent Secretary.