

Anness A



Ministeru	Ministeru għas-Saħħa
L-impjeg	Senior Manager (Project Management)

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

Dmirijiet u responsabbiltajiet

- i. Jimmaniġġja proġetti u programmi b'mod effiċjenti u effettiv kif assenjat mill-Kap tad-Dipartiment;
- ii. Jipprovdi appoġġ fuq ix-xogħol, b'analizi f'waqtha, pariri u rakkomandazzjonijiet dwar kwistjonijiet assoċjati ma' proġetti u programmi lill-manigment superjuri;
- iii. Jissorvelja l-implimentazzjoni tal-pjanijiet strateġiċi u operattivi, biex jiżgura l-kwalità, il-kwantità, il-puntwalità u r-riżultati kosteffettivi fir-rigward tal-għanijiet ippjanati u r-riżultati mistennija;
- iv. Jipprovdi direzzjoni lil manigment superjuri ieħor fil-formulazzjoni tal-għanijiet tad-Dipartiment u twestaq revizjonijiet regolari dwar il-progress li sar kontra l-imsemmi għan;
- v. Jevalwa regolarment l-effettività tal-implimentazzjoni tal-proġett u tal-programm u tipproponi miżuri korrettivi lill-manigment superjuri;
- vi. Jsegwi u jiżgura li kwalunkwe azzjoni, rapport u dokument mitlub jittieħdu u jiġu pprovduti fl-iskadenzi stabbiliti biex tiġi żgurata l-koordinazzjoni ta' attivitajiet, prijoritajiet u skadenzi;
- vii. Jmexxi riċerka dwar kwistjonijiet taħt il-mandat tad-Dipartiment u xxerred is-sejbiet tar-riċerka permezz ta' rapporti;
- viii. Jiżgura li d-dejta statistika u l-projezzjonijiet huma preċiżi u rilevanti, u li kull xejra identifikata fid-dejta tiġi analizzata, interpretata u rrappurtata kif xieraq lill-uffiċjali anzjani flimkien ma' rakkomandazzjonijiet għal azzjoni ta' rimedju meħtieġa;
- ix. Jimmaniġġja proġetti (inkluzi inizzjattivi) u riżorsi relatati (finanzjarji, umani, tangibbli u intangibbli) taħt id-direzzjoni tas-superjuri bil-ħsieb li jwasslu proġetti skont il-parametri tal-Baġit, il-Ħin u l-Kwalità;
- x. Jikkoordina, jakkwista u / jew jiżviluppa briefs, kitbiet u materjal ta' pubbliċità, fost oħrajn, relatati ma' proġetti u kwalunkwe kampanja inkarigata mis-superjuri;
- xi. Jwettaq u jgħin fil-Verifiki (kemm interni kif ukoll esterni) relatati ma' proġetti u strutturi fil-portafoll tad-Dipartiment, u s-segwitu tagħhom;
- xii. Jirrapprezenta lid-Dipartiment waqt laqgħat kemm lokali kif ukoll barra minn Malta u joqgħod ukoll fuq bordijiet u kumitati;
- xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

People Management Division

E: recruitment.health@gov.mt w: <https://deputyprimeminister.gov.mt>

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Ministry	Ministry for Health
Job title	Senior Manager (Project Management)



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Duties and responsibilities

- i. Manage projects and programmes in an efficient and effective manner as assigned by the Head of Department;
- ii. Provide support on the work, with timely analysis, advice and recommendations on matters associated with projects and programmes to senior management;
- iii. Monitor the implementation of strategic and operational plans, to ensure quality, quantity, timeliness and cost-effective results in relation to planned objectives and expected results;
- iv. Provide direction to other senior management in the formulation of the Department's objectives and carry out regular reviews on the progress made against said objective;
- v. Regularly evaluate the effectiveness of project and programme implementation and propose corrective measures to the senior management;
- vi. Follow up and ensure that any actions, reports and documents requested are undertaken and provided within the deadlines set to ensure coordination of activities, priorities and deadlines;
- vii. Conduct research on issues under the remit of the Department and disseminate research findings through reports;
- viii. Ensure that statistical data and projections are accurate and relevant, and that any identified trends in data are duly analysed, interpreted and reported to senior officers together with recommendations for remedial action required;
- ix. Manage 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;
- x. Co-ordinate, acquire and/or develop briefs, write-ups and publicity material, amongst others, related to projects and any campaigns tasked by superiors;
- xi. Perform and assist in Audits (both internal and external) related to projects and structures within the Department's portfolio, and their follow-up;
- xii. Represent the Department during meetings both local and abroad and also sit on boards and committees;
- xiii. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Any other duties as directed by the Principal Permanent Secretary.

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