

# Anness A



MINISTERU GHALL-AGRIKOLTURA,  
SAJD U DRITTIJJIET TAL-ANNIMALI

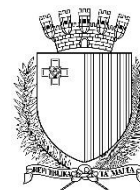
Ufficcju tas-Segretaru Permanenti  
24, Triq il-Fran, Il-Belt Valletta - Malta

<b>Ministeru</b>	Ministeru għall-Agricoltura, Sajd u Drittijiet tal-Animali
<b>L-impjeg</b>	Post ta' Manager II

## Dmirijiet u responsabbiltajiet

- i. Il-ġestjoni tal-implimentazzjoni effettiva tal-proġetti u l-programmi assenjati skont ir-Regoli tal-UE u Nazzjonali applikabbli;
- ii. Jiżviluppa pjaniġiet ta' hidma, inkluż it-tfassil ta' kompiti u skadenzi, u jagħmel monitoraġġ u sommarju tal-progress tal-proġetti assenjati;
- iii. Iwettaq it-taħriġ kollu kif mitlub/meħtieġ mid-Direttorat għall-Iżvilupp tal-Politika u l-Implimentazzjoni tal-Programm għal implimentazzjoni b'suċċess tal-proġetti assenjati;
- iv. Jaħdem fil-qrib mal-benefiċjarji tal-Proġett u jassistihom fl-attivitajiet ta' implimentazzjoni li jitwettqu minn żmien għal żmien, kif ukoll iwettaq kontrolli fuq il-post matul l-attivitajiet tal-proġett;
- v. Jikkoordina mal-Unità tal-Akkwist tal-Ministeru (MPU) fi ħdan id-Direttorat tal-Akkwist Settorjali (SPD) u mad-Dipartiment tal-Kuntratti (DoC) għall-implimentazzjoni tal-proċeduri tal-akkwist fir-rigward ta' proġetti assenjati, inkluż l-assistenza fil-kumpilazzjoni tad-Dokumenti tal-Offerti u l-Kwotazzjoni, il-koordinazzjoni tal-Proċessi tal-Għażla, u kwalunkwe dmir ieħor relatat;
- vi. Jikkoordina mal-Ministeri rilevanti u kwalunkwe dipartiment ieħor tal-gvern u kwalunkwe entità oħra kif ordnat u/jew meħtieġ għal implimentazzjoni b'suċċess tal-proġetti assenjati;
- vii. Jassenja responsabbiltajiet lil uffiċjali oħra (jekk ikun hemm) li qed jaħdmu fuq il-proġetti assenjati u jissorvelja t-taħriġ, l-iżvilupp, ix-xogħol u l-prestazzjoni tagħhom;
- viii. Jikkoordina x-xogħol amministrattiv fir-rigward tal-proġett, jikkoordina mal-partijiet interessati kollha involuti, u jorganizza Laqgħat dwar il-Progress tal-Proġett mal-partijiet kollha kkonċernati kif meħtieġ u skont l-istruzzjonijiet tad-Direttur;
- ix. L-organizzazzjoni u/jew il-koordinazzjoni ta' attivitajiet promozzjonali u/jew sessjonijiet ta' informazzjoni u t-tnejja ta' materjal ta' informazzjoni dwar il-proġetti assenjati, dejjem skont ir-regolamenti u l-proċeduri ta' pubbliċità stabbiliti;
- x. Jagħmel monitoraġġ tal-ispejjeż, l-iskeda taż-żmien u l-kwalità tax-xogħol imwettaq, u l-proposta ta' suġġerimenti għal prestazzjoni/implimentazzjoni aħjar tal-proġetti assenjati;
- xi. Jagħmel verifikazzjoni tax-xogħlijiet kollha mwettqa skont il-fatturi preżentati, li jawtorizzaw l-ipproċessar tal-pagamenti
- xii. Jirrapporta fuq bażi regolari lil, u/jew kif ordnat mid-Direttur dwar il-progress ġenerali tal-proġetti assenjati u l-iżborżar tal-fondi, flimkien ma' kwalunkwe kwistjonijiet u riskji li jistgħu jaffettwaw it-tlestija b'suċċess ta' proġetti assenjati;
- xiii. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



<b>Ministry</b>	Ministry for Agriculture, Fisheries and Animal Rights
<b>Job title</b>	Post of Manager II

MINISTRY FOR AGRICULTURE, FISHERIES  
AND ANIMAL RIGHTS

Office of the Permanent Secretary  
24, Old Bakery Street, Valletta

## Duties and responsibilities

- i. Managing the effective implementation of the projects and programmes assigned in accordance with the applicable EU and National Rules;
- ii. Developing work plans including setting of tasks, deadlines, and monitoring and summarizing progress of the assigned projects;
- iii. Undertaking all necessary training as requested/required by the Policy Development & Programme Implementation Directorate for the successful implementation of the assigned projects;
- iv. Working closely with the Project beneficiaries and assisting them on the implementation activities that are carried out from time to time, as well as conducting physical on the spot checks during project activities;
- v. Liaising with the Ministry Procurement Unit (MPU) within the Sectoral Procurement Directorate (SPD) and with the Department of Contracts (DoC) for the implementation of procurement procedures in relation to assigned projects, including assisting in the compilation of Tender and Quotation Documents, the coordination of Selection Processes, and any other related duties;
- vi. Liaising with the relevant Ministries and any other government line departments and any other entity as directed and/or required for the successful implementation of the assigned projects;
- vii. Assigning responsibilities to other officers (if any) working on the assigned projects and overseeing their training, development, work and performance;
- viii. Coordinating the administrative work in relation to the project, liaise with all the stakeholders involved, and organizing Project Progress Meetings with all parties concerned as necessary and as instructed by the Director;
- ix. Organizing and/or coordinating promotional activities and/or information sessions and prepare information materials about the assigned projects, always in accordance with established publicity regulations and procedures;
- x. Monitoring the costs, time schedule and quality of work performed, and the proposing of suggestions for better performance / implementation of the assigned projects;
- xi. Verifying all the works carried out against submitted invoices, authorising the processing of payments;
- xii. Reporting on a regular basis to, and/or as directed by Director regarding overall progress of the assigned projects and disbursement of funds, together with any issues and risks which may affect the successful completion of assigned projects;
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xv. Performs any other duties as directed by the Principal Permanent Secretary.

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