

Annex A

Dipartiment	Uffiċċju tal-Kummissjoni dwar is-Servizz Pubbliku
L-impieg	Manager I

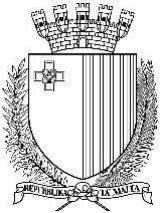
Kummissjoni dwar is-Servizz Pubbliku

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager I fl-Uffiċċju tal-Kummissjoni dwar is-Servizz Pubbliku jinkludu:

- i. Jipprovdji appoġġ amministrattiv lill-manġġment partikolarment fil-qasam tar-Riżorsi Umani, Salarji u amministrazzjoni ġeneral;
- ii. Jaqdi dmirijiet relatati mal-uffiċċju bħal, inputting ta' data, filing u aġġornar ta' rekords biex jiżgura li l-informazzjoni hija reġistrata b'mod preċiż u effiċjenti;
- iii. Jikkontribwixxi fit-tfassil ta' rapporti inkluż ir-rapport annwali u rapporti oħra meħtieġa matul is-sena;
- iv. Jiffaċilita l-komunikazzjoni bejn l-istaff u l-fornituri tas-servizzi, dwar nuqqasijiet li jirriżultaw minn diversi sistemi wžati fl-Uffiċċju tal-Kummissjoni dwar is-Servizz Pubbliku;
- v. Jgħin fl-eżerċizzju tar-retention policy li jinkludi wkoll is-superviżjoni tal-proċess tad-digħiżazzjoni tal-fajls;
- vi. Jassisti fil-koordinazzjoni u implementazzjoni ta' attivitajiet amministrattivi, proġetti u assenjati ad hoc;
- vii. Jassisti fil-koordinazzjoni tal-manutenzjoni tal-Uffiċċju u kwistjonijiet ta' saħħha u sigurtà;
- viii. Jikkomunika ma' diversi partijiet interessati skont il-bżonn;
- ix. Jikkontribwixxi għall-abbozzar ta' tweġibiet f'waqthom meta meħtieġ;
- x. Dmirijiet oħra kif delegati lilu/lilha mis-Segretarju Eżekuttiv;
- xi. Kwalunkwe dmir ieħor hekk kif ornat mis-Segretarju Permanenti Ewljeni.

Annex A



Department	Public Service Commission
Job Title	Manager I

Public Service Commission

Duties and responsibilities

The duties of Manager I in the Office of the Public Service Commission include:

- i. Provides administrative support to senior management particularly in the area of human resources, salaries and general administration;
- ii. Executes office - related duties such as, data inputting, filing and records updating so as to ensure that information is recorded accurately and efficiently;
- iii. Contributes towards the drafting of reports including the annual report and other reports as required throughout the year;
- iv. Facilitates first-line liaison between the staff and the service providers on shortcomings resulting from various business systems used at the Office of the Public Service Commission;
- v. Assists with the retention policy exercise which also includes the supervision of the digitisation of files process;
- vi. Assists in coordinating and implementing administrative activities, projects and ad hoc assignments;
- vii. Assists in coordinating the upkeep of the premises and health and safety matters;
- viii. Liaises with various stakeholders accordingly;
- ix. Contributes to the drafting of timely replies as required;
- x. Any other duties as may be delegated to him/her by the Executive Secretary;
- xi. Any other duties as directed by the Principal Permanent Secretary.