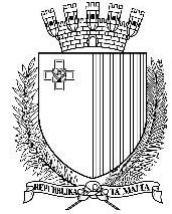


# Anness A

<b>Ministeru</b>	Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġġ, ir-Riċerka u l-Innovazzjoni (MEYR)
<b>L-impjeg</b>	Manager I



MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-  
ŻGĦAŻAĠĠ, IR-RIĊERKA U L-INNOVAZZJONI  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

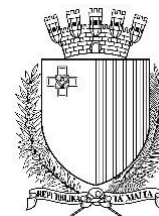
## Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager I fid-Dipartiment tal-Istrateġija tal-Edukazzjoni u Assigurazzjoni tal-Kwalità jinkludu li:

- i. jissorvelja jew jamministra proġetti jew programmi ta' statistika;
- ii. jaħdem fi gruppi u jmexxi membri oħra tal-istaff;
- iii. jiddisinja metodi u proċeduri sabiex jikseb dejta, bħal servejs, esperimenti u kwestjonarji;
- iv. juża mudelli u tekniki statistiċi sabiex jibassar riżultati, xejriet u bżonnijiet;
- v. jsib fatturi li jaffettwaw ir-riżultati ta' riċerka;
- vi. jiddentifika d-differenzi bejn il-gruppi ta' dejta;
- vii. jiddentifika relazzjonijiet u xejriet fid-dejta;
- viii. juża kompjuters sabiex iddaħħal dejta u jikkompili u johloq *tables*, *graphs* u *charts* tad-dejta;
- ix. jivverifika d-dejta għall-ineżattezzi;
- x. jippreżenta s-sejbiet lill-klijenti;
- xi. jikteb rapporti u jipprepara d-dejta għall-pubblikazzjoni;
- xii. jipprovdi d-dejta sabiex jgħin lil min ifassal il-politiki;
- xiii. janalizza problemi legali u soċjali;
- xiv. jsegwi u jipparteċipa fi żviluppi metodoloġiċi internazzjonali tal-istatistika;
- xv. jipparteċipa u jikkontribwixxi f'xogħol ta' riċerka;
- xvi. jwettaq kwalunkwe dmirijiet oħra assenjati lilu minn żmien għal żmien kif mitlub mid-Direttur konċernat u mid-delegat tiegħu/tagħha;
- xvii. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xviii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
<b>Job title</b>	Manager I



MINISTRY FOR EDUCATION, SPORT, YOUTH,  
RESEARCH AND INNOVATION  
GREAT SIEGE ROAD, FLORIANA, MALTA

## Duties and responsibilities

The duties of Manager I in the Education Strategy and Quality Assurance Department include:

- i. supervising or managing statistical projects or programmes;
- ii. working in groups and managing other staff;
- iii. designing methods and procedures of obtaining data, such as surveys, experiments and questionnaires;
- iv. using statistical techniques and models to forecast results, trends and needs;
- v. finding factors that affect the results of research;
- vi. identifying differences between groups of data;
- vii. identifying relationships and trends in data;
- viii. using computers to enter data and to compile and make tables, graphs and charts of data;
- ix. checking data for inaccuracies;
- x. presenting findings to clients;
- xi. writing reports and preparing data for publication;
- xii. providing data to help policy-makers;
- xiii. analysing legal and social problems;
- xiv. following and participating in international statistical methodological developments;
- xv. participating in and contributing to research work;
- xvi. performing any other duties assigned from time to time as requested by the Director concerned and his/her delegate;
- xvii. undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xviii. any other duties as directed by the Principal Permanent Secretary.