

Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż- Żgħażaġh, ir-Riċerka u l- Innovazzjoni (MEYR)
L-impjieg	Manager I



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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager I fil-Logistics Unit fl-Uffiċċju tas-Segretarju Permanenti jinkludu:

- i. Jassisti lill-Line Manager fit-tmexxija tas-section billi jiprovdi informazzjoni f'waqtha u preċiża u jagħti pariri xierqa kif meħtieġ;
- ii. Javża lill-Line Manager dwar kwalunkwe kwistjoni, problemi u rekwiżiti amministrattivi mhux sodisfatti li jeħtieġu attenzjoni u jagħti rakkomandazzjonijiet xierqa;
- iii. Jgħin fil-kumpilazzjoni tal-ispeċifikazzjonijiet għall-abbozzar ta' tender, jiffirma parti mill-kumitat ta' evalwazzjoni u jimmonitorja l-eżekuzzjoni ta' tenders relatati mal-Logistics Unit;
- iv. Jagħti pariri lill-Line Manager dwar l-implikazzjonijiet operattivi ta' regoli amministrattivi godda jew bidliet fir-regoli eżistenti;
- v. Jgħin fit-twettiq ta' regoli inkluż l-ippjanar operattiv u jwettaq riċerka kif jista' jkun meħtieġ;
- vi. Kollegament mal-Fondazzjoni responsabli għall-bini ta' skejjel, biex jiġi ffaċilitat it-transferiment ta' għarfien u informazzjoni meħtieġa mill-fondazzjoni fir-rigward ta' kwistjonijiet edukattivi li jinfluwenzaw id-disinn, il-bini, l-istrutturi, u s-servizzi. Biex jitqiesu wkoll il-faċilitajiet tal-iskejjel biex jirrispondu għal bidliet fil-popolazzjoni tal-iskejjel, talbiet u xejriet edukattivi, soċjali, u regoli applikabbli;
- vii. Kollegament mal-kulleġġi u faċilitajiet edukattivi rigward l-ippjanar ta' proġetti infrastrutturali u tassisti fl-iżvilupp ta' masterplan infrastrutturali;
- viii. Johloq rapport ta' proġetti fir-rigward ta' proġetti infrastrutturali u għbir ta' rapporti kif ordnat mill-line manager tagħhom;
- ix. Jsegwi l-progress u l-implimentazzjoni tal-proġetti infrastrutturali edukattivi;
- x. Jwettaq kwalunkwe ħidma oħra li l-line manager, Id-Direttur Ġenerali u/jew is-Segretarju Permanenti jistgħu jiddelegaw lilhu/lilha, kif jkun meħtieġ;
- xi. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

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



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

Duties and responsibilities

The duties of a Manager I in the Logistics Unit in the Office of the Permanent Secretary include:

- i. Assist the Line Manager in the management of the Unit by providing timely and accurate information and tendering appropriate advice as required;
- ii. Alert the Line Manager to any issues, problems and unmet administrative requirements that require attention and make appropriate recommendations;
- iii. Assisting in compiling specifications for tender drafting, forming part of the evaluation committee and monitoring the execution of tenders related with the Logistics Unit;
- iv. Advise the Line Manager on the operational implications of new administrative policies or changes to existing policies;
- v. Assist in undertaking longer term policy including operational planning and carry out research as may be required;
- vi. Liaising with the Foundation responsible for the building of schools, to facilitating the transfer of knowledge and information needed by the foundation with regards to educational matters that influence design, building, structures, and services. To also take into consideration the facilities of schools to respond to school population shifts, educational and social demands and trends, and applicable policies;
- vii. Liaising with the colleges and educational facilities regarding the planning of infrastructural projects and assist in the development of an infrastructural masterplan;
- viii. Drafting of project briefs with respect to infrastructural projects and compiling of report as directed by their line manager;
- ix. Monitor the progress and implementation of educational infrastructural projects;
- x. Undertakes any other tasks, which the line manager, Director General and /or Permanent Secretary may delegate to him/her, as may be required;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xii. Any other duties as directed by the Principal Permanent Secretary.