

Anness A

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



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

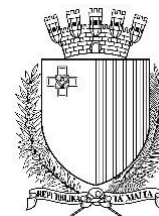
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Assistant Manager fil-Logistics Unit fi ħdan id-Dipartiment tal-People Management jinkludu:

- i. Jassisti lill-Line Manager fit-tmexxija tal-Unit billi jiprovdi informazzjoni f' waqtha u preċiża u jagħti pariri xierqa kif meħtieġ;
- ii. Jassisti fil-kumpilazzjoni tal-abbozzar ta' tender, jiffirma parti mill-kumitat ta' evalwazzjoni u jimmonitorja l-eżekuzzjoni ta' tenders relatati mal-Logistics Unit;
- iii. Jassisti fit-twettiq ta' regoli inkluż l-ippjanar operattiv u jwettaq riċerka kif jista jkun meħtieġ;
- iv. Jassisti lill-Line Manager b'kompiti relatati mal-Fondazzjoni responsabli għall-bini ta' skejjel, biex jassisti fit-transferiment ta' għarfien u informazzjoni meħtieġa mill-fondazzjoni fir-rigward ta' kwistjonijiet edukattivi li jinfluwenzaw id-disinn, il-bini, l-istrutturi, u s-servizzi.
- v. Jassisti fil komunikazzjoni mal-kulleġġi u faċilitajiet edukattivi rigward l-ippjanar ta' proġetti infrastrutturali u jassisti fl-iżvilupp ta' pjan infrastrutturali;
- vi. Jassisti biex jinholqu rapport u pjanti rigward pjanijiet ta' proġetti fir-rigward ta' proġetti infrastrutturali u għbir ta' rapporti kif ordnat mill-line manager tagħhom;
- vii. Jassisti biex jiġi segwit il-progress u l-implimentazzjoni tal-proġetti infrastrutturali edukattivi;
- viii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- ix. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

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



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

Duties and responsibilities

The duties of an Assistant Manager in the Logistics Unit within the People Management Department 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. Assisting in tender drafting, forming part of the evaluation committee and monitoring the execution of tenders related with the Logistics Unit;
- iii. Assist in operational planning and carry out research as may be required;
- iv. Assisting the line manager with tasks related to the Foundation responsible for the building of schools, to assist in facilitating the transfer of knowledge and information needed by the foundation with regards to educational matters that influence design, building, structures, and services.
- v. Assisting in liaising with the colleges and educational facilities regarding the planning of infrastructural projects and supports in the development of an infrastructural masterplan;
- vi. Assisting in the drafting of project briefs and building layouts with respect to infrastructural projects and compiling of report as directed by their line manager;
- vii. Supporting in the monitoring of the progress and implementation of educational infrastructural projects;
- viii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- ix. Any other duties as directed by the Principal Permanent Secretary.