

Anness A

Ministeru	<i>Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni</i>
L-impjieg	<i>Manager I</i>



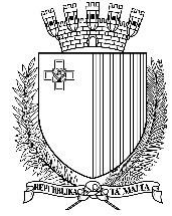
MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻGHAŻAGH, IR-RIĊERKA U L-INNOVAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Manager I fi ħdan id-Direttorat tal-Moniteragg u Evalwazzjoni tal-Politika (PMED) jinkludu li:

- i. Jassisti fit-tmexxija u fl-implimentazzjoni effettiva ta' proġetti tal-PMED u hidmiet oħra inkluż assessjar nazzjonali u internazzjonali;
- ii. Jgħin fl-iżvilupp ta' pjanijiet ta' hidma relatati mal-assessjar, inkluż jistabblixxi hidmiet, skadenzi u jaġmel monitoraġġ tal-progress ta' azzjonijiet u proġetti;
- iii. Jassisti fil-preparazzjoni ta' materjal għall-assessjar, inkluż qari tal-provi, adattament, traduzzjoni u formattjar;
- iv. Jappoġġja l-PMED fl-organizzazzjoni (inkluż l-iskedar) u fit-tmexxija ta' assessjar nazzjonali u internazzjonali;
- v. Jikkollabora ma' skejjel u ma' stakeholders oħra rilevanti fit-tmexxija bla xkiel tal-assessjar nazzjonali u internazzjonali u proġetti tal-PMED
- vi. Jorganizza, jipprepara, iwettaq jew jipparteċipa f'laqgħat rilevanti jew sessjonijiet ta' taħriġ fuq livell nazzjonali jew internazzjonali kif meħtieġ;
- vii. Ifassal rapporti kwantitattivi u kwalitattivi (inkluż item analysis) dwar kwistjonijiet relatati mal-assessjar;
- viii. Jassisti fil-pubblikazzjoni ta' materjal relatat mal-assessjar fuq websites u pjattaformi kif meħtieġ;
- ix. Iwettaq xogħol amministrattiv relatat ma' pagamenti ta' individwi addizzjonali li jaħdmu fuq l-assessjar nazzjonali u internazzjonali;
- x. Iżomm id-dokumentazzjoni kollha neċessarja (inkluż dik elettronika) relatata mal-eżamijiet u assessjar;
- xi. Jassisti fil-kumpilazzjoni ta' talba ta' kwotazzjonijiet, dokumenti ta' tenders u proċessi ta' selezzjoni, u kwalunkwe dmirijiet oħra relatati;
- xii. Juża software u applikazzjonijiet speċifiċi;
- xiii. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



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

Ministry	<i>Ministry for Education, Sport, Youth, Research and Innovation</i>
Job title	<i>Manager I</i>

Duties and responsibilities

The duties of Manager I in the Policy Monitoring and Evaluation Directorate (PMED) include:

- i. Assists in the managing of effective implementation of PMED projects and tasks including national and international assessments;
- ii. Assists in the development of assessment related work plans, including setting tasks, deadlines and monitoring progress of actions and projects;
- iii. Assists in the preparation of assessment material, including proofreading, adaptation, translation and formatting;
- iv. Supports PMED in the organization (including scheduling) and running of national and international assessments;
- v. Liaise with schools and other relevant stakeholders for the smooth running of national and international assessments and projects undertaken by the PMED ;
- vi. Organise, prepare, conduct, or participate in relevant meetings and training sessions on a national and international level as required;
- vii. Draw up qualitative and quantitative reports (including item analysis) on matters related to assessment;
- viii. Assists in the publication of assessment materials on websites and platforms as required;
- ix. Carries out administrative work related to payments of additional personnel working on national and international assessments;
- x. Maintains all the necessary documentation (including electronic data) related to examinations and assessments;
- xi. Assists in the compilation of request of quotations, tender documents and selection processes and any other related duties;
- xii. Makes use of specific software and applications;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.