

Anness A

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



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

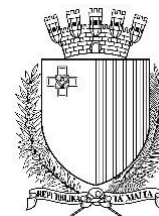
Dmirijiet u responsabbiltajiet

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

- i. Jmexxi b'mod effettiv u effiċjenti, l-operat ta' kuljum tal-Unit billi jwettaq riforma strutturali u riorganizzattiva;
- ii. Jiżgura l-konformità mal-leġiżlazzjoni, ir-regoli u r-regolamenti kollha pertinenti inklużi, iżda mhux limitati għal, dawk relatati mal-ambjent u s-saħħa u s-sigurtà;
- iii. Jiżgura l-applikazzjoni tal-aħjar Prattiki fil-ġestjoni tas-sit u jiżgura t-tweqqif f'waqt tal-kompiti ta' manutenzjoni kif meħtieġ mill-line manager tiegħu;
- iv. Jzomm rekords kif xieraq u jikkontribwixxi għat-tnejn ta' stimi finanzjarji, pjanijiet ta' negozju, rapporti annwali u ta' żmien inkluża l-identifikazzjoni ta' azzjoni meħtieġa;
- v. Jikkoordina ppjanar relatat mal-implimentazzjoni ta' proġetti godda meħtieġa mill-MEYR inkluż il-kollegament mal-Kulleġġi u l-Faċilitajiet Edukattivi fir-rigward tal-ippjanar ta' proġetti infrastrutturali, li jgħid minn xejriet ta' bidliet fil-popolazzjonijiet tal-istudenti u htigijiet infrastrutturali li jirriżultaw mill-progress edukattiv;
- vi. Jispezzjona l-bini fuq bażi regolari biex jiddetermina kwalunkwe ħsara, tiswija jew manutenzjoni li huma meħtieġa;
- vii. Jgħin lill-Assistent Direttur Logistika rigward proċeduri ta' akkwist u hrug ta' fondi;
- viii. Jippjana, jikkoordina u jimmonitorja l-programmi ta' manutenzjoni u tindif f'sit/i speċifiċi li jaqgħu taħt il-MEYR u jiżgura li s-sit/i jkun/huma miżmuma tajjeb f'kull hin u jimminimizza t-tfixkil waqt l-oghla ħinijiet ta' żjarat;
- ix. Jiġġestixxi r-riżorsi tas-sit, inklużi r-riżorsi umani, it-tagħmir u l-konsumabbli, bl-aktar mod effettiv u effiċjenti;
- x. Jipprovdi tmexxija lill-persunal inklużi s-superviżjoni, it-taħriġ, l-evalwazzjoni tal-prestazzjoni, id-dixxiplina u d-delegazzjoni tal-awtorità;
- xi. Jikkoordina l-ippjanar u l-implimentazzjoni tal-proġetti meħtieġa mill-Ministeru u l-entitajiet u jfassal estimi tal-ispejjeż tal-manutenzjoni;
- xii. Jzomm rekords xierqa u jikkontribwixxi għall-preparazzjoni ta' stimi finanzjarji, pjanijiet ta' negozju, rapporti annwali u ta' żmien u kwalunkwe rapport ieħor li jista' jintalab;
- xiii. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti meħtieġ;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xv. 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 II



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

Duties and responsibilities

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

- i. Manages structural and reorganizational transformation to effectively and efficiently oversee the Unit's daily activities;
- ii. Ensures conformity according to the legislation, rules and regulations including, but not limited to, those relating to the environment and health and safety;
- iii. Provides the best practice in site management and ensures timely execution of maintenance tasks as required by his line manager;
- iv. Holds records and contributes to the preparation of financial estimates, business plans, annual and term reports including identification of action required;
- v. Oversee and plan the new project as requested by MEYR. This includes communicating with colleges and educational facilities regarding the planning of infrastructure projects, which derive from inclinations in shifts of student populations and infrastructural needs resulting from educational progress;
- vi. Carry out inspections on a regular basis to determine any faults, repairs or maintenance that are required;
- vii. Assists the Assistant Director Logistics regarding procurement procedures and disbursement of funds;
- viii. Plans, coordinates and monitors maintenance and cleaning programmes at specific site/s that fall under MEYR and ensures that the site/s is/are well-maintained at all times and minimises disruption during peak visiting times;
- ix. Oversee in the most effective and efficient manner the site resources, including human resources, equipment and consumables;
- x. Provides leadership to the staff including supervision, training, performance evaluation, discipline and delegation of authority;
- xi. Coordinates the planning and implementation of projects required by the Ministry and entities and draws up estimates of maintenance costs;
- xii. Maintains proper records and contributes to the preparation of financial estimates, business plans, annual and term reports and any other reports which may be requested;
- 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; and
- xv. Any other duties as directed by the Principal Permanent Secretary.