

Anness A

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



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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Assistant Manager fl-Information Management Unit (IMU) jinkludu:

- i. jassisti fl-implimentazzjoni tal-Istrateġija tal-ICT fi ħdan il-MEYR;
- ii. jippjana, jimmaniġġja u jikkoordina t-tmexxija ta' kuljum tal-Information Management Unit li tittratta l-korrispondenza, mistoqsijiet relatati ma' proġetti tal-ICT, il-komunikazzjoni ta' deċiżjonijiet u kwalunkwe proċess amministrattiv ieħor meħtieġ;
- iii. jassisti u jimplementa t-titjib propost kif meħtieġ;
- iv. jassisti fil-ġestjoni u l-implimentazzjoni tal-baġit tal-IMU u fit-trattament tat-talbiet għal xiri meħtieġa minn din it-taqsimha;
- v. jitlob u jirreġistra htigijiet minn uffiċjali li jservu fi ħdan l-Unit;
- vi. jikkomunika u jirċievi feedback fi ħdan l-IMU;
- vii. jiżgura t-twassil fil-ħin ta' produzzjoni ta' kwalità għolja, metodi ta' hidmiet effettivi u komunikazzjoni tajba;
- viii. jassisti lill-line manager tiegħu u lis-Senior Management fl-implimentazzjoni ta' oġġetti ta' azzjoni;
- ix. joħroġ kwotazzjonijiet u ħlasijiet skont il-ftehimiet tal-IMU kif ordnat mill-line manager;
- x. jipparteċipa f'sessjonijiet (informazzjoni u taħriġ) biex itejbu l-ħiliet;
- xi. jivverifika r-rapporti u l-fatturi ta' kull xahar għal skopijiet ta' baġit;
- xii. jikkoordina mad-dipartiment tal-Accounts tal-MEYR dwar kwistjonijiet relatati mal-voti tal-linja tal-IMU;
- xiii. jaħdem fuq inizzjattiva proprja u kif ukoll fi ħdan tim;
- xiv. kwalunkwe kompitu ieħor li jista' jkun meħtieġ mid-Dipartimenti/Direttorati tal-Edukazzjoni minn żmien għal żmien relatat mal-ICT u/jew Information Management Unit;
- xv. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xvi. 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 Information Management Unit (IMU) include:

- i. assisting in implementing the ICT Strategy within the MEYR;
- ii. planning, managing and coordinating the day-to-day running of the Information Management Unit dealing with correspondence, enquires relating to ICT projects, communicating decisions and any other administrative processes needed;
- iii. assisting and implementing the proposed improvements as required;
- iv. assisting in management and implementation of IMU budget and handling procurement requests needed by this section;
- v. requesting and recording needs from officers serving within the Unit;
- vi. communication and receiving feedback within IMU;
- vii. ensuring on time delivery of high-quality output, effective working methods and good communication;
- viii. assisting your line manager and the Senior Management in the implementation of action items;
- ix. issuing of quotes and payments as per IMU agreements as directed by the line manager;
- x. participating in (information and training) sessions to enhance skills;
- xi. verifying the monthly reports and invoices for budgeting purposes;
- xii. liaising with the MEYR Accounts department about matters related to IMU line votes;
- xiii. working on own initiative and as well as within a team;
- xiv. any other task that may be required by the Education Departments/Directorates from time to time related to ICT and/or Information Management Unit;
- xv. undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xvi. any other duties as directed by the Principal Permanent Secretary.