

Anness A

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



MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-
ŻGĦAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI
TRIQL-ASSEDJU L-KBIR, FURJANA, MALTA

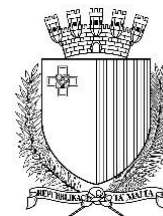
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager I fil-Kulleġġ Mikiel Anton Vassalli (MAVC) jinkludu:

- i. Jassisti fit-tmexxija u fl-implimentazzjoni effettiva ta' programmi u proġetti u hidmiet oħra tal-MAVC;
- ii. Jassisti fl-iżvilupp ta' pjanijiet ta' ħidma, inkluż jistabblixxi ħidmiet, skadenzi u jagħmel monitoraġġ tal-progress ta' azzjonijiet;
- iii. Jassisti fil-preparazzjoni ta' dokumenti maħruġa mill-MAVC, inkluż qari tal-provi, adattament, traduzzjoni u formattjar;
- iv. Jappoġġja lill-MAVC fl-organizzazzjoni (inkluż l-iskedar) u fit-tmexxija ta' laqgħat, taħriġ u avvenimenti;
- v. Jikkomunika b' mod effettiv mal-Iskejje tal-Kulleġġ u ma' stakeholders oħra rilevanti, fit-tmexxija ta' hidmiet, proġetti, programmi u taħriġ jew avvenimenti oħra organizzati mill-MAVC;
- vi. Jassisti fil-kumpilazzjoni ta' talba ta' kwotazzjonijiet, żamma aġġornata tal-inventarju u l-assi tal-Kulleġġ u l-użu tagħhom u kwalunkwe dmirijiet oħra relatati;
- vii. Jfassal rapporti kwantitattivi u kwalitattivi;
- viii. Jassisti fil-pubblikazzjoni ta' materjal fuq websites u pjattaformi kif meħtieġ;
- ix. Jwettaq xogħol amministrattiv relatat ma' proġetti u programmi li jkunu qed isiru;
- x. Jzomm id-dokumentazzjoni kollha neċessarja (inkluż dik elettronika);
- xi. Jorganizza, jipprepara, iwettaq jew jipparteċipa f'laqgħat jew sessjonijiet ta' taħriġ rilevanti, kif meħtieġ;
- xii. Jiġbor u jamministra data elettronika sensittiva (fuq skala kbira), bl-użu ta' software u applikazzjonijiet speċifiċi;
- xiii. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- 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 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 Mikiel Anton Vassalli College (MAVC) include:

- i. Assists in the managing of effective implementation of MAVC projects and tasks;
- ii. Assists in the development of work plans, including setting tasks, deadlines and monitoring progress of actions and projects;
- iii. Assists in the preparation of documents issued by MAVC, including proofreading, adaptation, translation and formatting;
- iv. Supports MAVC in the organization (including scheduling) and running of meetings, training and events;
- v. Communicate effectively with schools within the College and other relevant stakeholders for the smooth running of tasks, projects, programmes, training or any events organised by MAVC;
- vi. Assists in the compilation of request of quotations, keep an up to date record of the inventory of assets and the use of such, and other related duties;
- vii. Draws up qualitative and quantitative reports;
- viii. Assists in the publication of material on websites and platforms as required;
- ix. Carries out administrative work related to projects and programmes being undertaken;
- x. Maintains all the necessary documentation (including electronic data);
- xi. Organises, prepares, conducts, or participates in relevant meetings and training sessions as required;
- xii. Gathers and manages sensitive electronic (large-scale) data, using 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; and
- xv. Any other duties as directed by the Principal Permanent Secretary.