

<b>Ministeru</b>	Turiżmu u Protezzjoni Tal-Konsumatur
<b>L-impjieg</b>	<i>Assistant Manager (Project Management)</i>

## Anness A



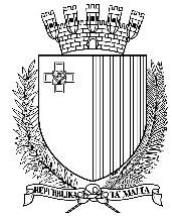
MINISTERU GHAT-TURIŻMU U PROTEZZJONI TAL-KONSUMATUR  
233, TRIQ IR-REPUBBLIKA, VALLETTA, MALTA

### Dmirijiet u responsabbiltajiet

- i. Jgħin fl-iżvilupp ta' pjanijiet ta' xogħol, inkluż l-issettjar tal-kompiti, skadenzi, u l-monitoraġġ u s-sommarju tal-progress fuq il-proġetti;
- ii. jassisti fit-tnejn ta' 'rapporti ta' progress u kwalunkwe proġett ieħor relatat kif meħtieġ;
- iii. jitratta ma' proġetti skond regolamenti definiti sew, struzzjonijiet jew prattika ġenerali;
- iv. jiskrutinja, jiċċekkja u jirrikoncilja accounts sempliċi u claims return;
- v. jgħeji prospetti, kontijiet jew statistiċi f'forma preskritta;
- vi. jassisti fil-koordinazzjoni tax-xogħol amministrattiv meħtieġ fir-rigward tal-proġetti;
- vii. jgħin fil-koordinazzjoni ta' attivitajiet ta' promozzjoni;
- viii. jassisti fl-organizzazzjoni ta' laqgħat, fit-teħid ta' minuti u fit-tweqqi ta' funzjonijiet ta' rappurtar;
- ix. iżzomm dokumentazzjoni kollha meħtieġa, inklużi d-dokumenti tax-xiri u l-fatturi u l-manutenzjoni tal-Fajls tal-Proġett;
- x. iżzomm rekords ta' riċevuti u il-ġestjoni tal-assi;
- xi. jikkopja, jittapja, jiffalja, jhaddem makkinarju tal-uffiċċju kompjuter workstations;
- xii. jwettaq kwalunkwe kompitu ieħor li jista' jiġi delegat lilu, kif jista' jkun meħtieġ għalih għal tmexxija effettiva tal-Uffiċċju;
- xiii. jirrapporta u jeżegwixxi r-riżultati kollha kif mitlub;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

<b>Ministry</b>	<i>Tourism and Consumer Protection</i>
<b>Job title</b>	<i>Assistant Manager (Project Management)</i>

## Annex A



MINISTRY FOR TOURISM AND CONSUMER PROTECTION  
233, REPUBLIC STREET, VALLETTA, MALTA

### Duties and responsibilities

- i. Assists in the development of work plans including set tasks, deadlines, and monitors and summarises progress on projects;
- ii. assists in the preparation of progress reports and any other projects related as required;
- iii. deals with projects in accordance with well-defined regulations, instructions or general practice;
- iv. scrutinises, checks and cross-checks straightforward accounts and claims returns;
- v. prepares returns, accounts or statistics in a prescribed form;
- vi. assists in the coordination of the necessary administrative work in relation to the projects;
- vii. assists in the co-ordination of promotional activities and produce information materials;
- viii. assist in organising meetings, taking minutes and in carry out reporting functions;
- ix. maintains all the necessary documentation, including purchase documents and invoices and the upkeep of the Project Files;
- x. keeps records of receipts and the management of assets;
- xi. copies, types, files, operates office machinery and computer workstations;
- xii. undertakes any other tasks as delegated to him, as may be required for the effective running of the Office;
- xiii. reports and executes all deliverables as required;
- xiv. Undertake 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.