

Anness A



MINISTERU GHALL-FINANZI U X-XOGHOL
30, MAISON DEMANDOLS,
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

Ministeru	<i>Ministeru għall-Finanzi u x-Xogħol</i>
L-impjeg	<i>Senior Manager (Project Management)</i>

Dmirijiet u Responsabbiltajiet

- i. Jissorvelja u jmexxi l-implimentazzjoni tal-inizjattiva tal-e-Invoicing fi ħdan il-Gvern ta' Malta, inklużi l-Ministeri, Dipartimenti, Entitajiet, Kunsilli Lokali u Awtoritajiet Reġjonali;
- ii. Jimmaniġja l-inizjattiva tal-E-Invoicing fi ħdan id-Direttorat tal-Prestazzjoni u l-Evalwazzjoni kif ukoll imexxi u jimmotiva lill-impjegati biex jiżgura li jintlaħqu l-oġġetivi u l-miri ta' prestazzjoni tal-inizjattiva tal-E-Invoicing;
- iii. Jiżgura li l-għanijiet, l-oġġetivi u l-miri tal-inizjattiva tal-E-Invoicing huma definiti sew u l-eżekuzzjoni tal-kompiti b'rabta ma' din l-inizjattiva, tilhaq l-istandards ta' kwalita' meħtieġa;
- iv. Jiżviluppa pjanijiet ta' hidma, inkluż l-iffissar ta' kompiti, skadenzi u miri fuq proġetti assenjati;
- v. Jikkoordina mal-partijiet interessati involuti u maċ-Chief Information Officer tal-Ministeru u tal-MITA sabiex tigi żgurata implimentazzjoni f'waqta tal-inizjattiva E-Invoicing;
- vi. Jassisti fl-iżvilupp, l-aġġornament u l-implimentazzjoni ta' Prattiki tal-E-Invoicing, u jiżgura li r-riżorsi kollha disponibbli huma użati b'mod effettiv u effiċjenti u li ma jkunx hemm telf ta' fondi;
- vii. Jidentifika fuq bażi kontinwa, kwanlunke kwistjonijiet li jistħoqqilha l-attenzjoni tas-superjur dirett tiegħu/ha;
- viii. Jiżgura komunikazzjoni effettiva ma kull parti interessata u jikkoordina seminars u laqgħat regolari, meta jkun meħtieġ;
- ix. Jevalwa aġġornamenti fl-inizjattivi u b'mod kritiku jistaqsi fuq is-sottomissjonijiet biex jiżgura feedback ta' kwalita';
- x. Taħt id-direzzjoni tas-superjur tiegħu/ha, jassisti fil-kumpilazzjoni ta' rapporti ta' kull xahar relatati mal-implimentazzjoni tal-inizjattiva u jiżgura li l-implimentazzjoni tkun skond skedi stabbiliti;
- xi. Jibqa' aġġornat/a mal-iżviluppi teknoloġici fuq E-Invoicing u jirrakkomanda modi kif jittiehed vantaġġ minn fuq iżviluppi ġodda, ukoll billi jattendi laqgħat, seminars u kumittati ta' diskussjonijiet kif meħtieġ;
- xii. Jipparteċipa b'mod attiv fil-forum Nazzjonali tal-E-Invoicing;
- xiii. Kwalunkwe kompitu ieħor, li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segrejatu Permanenti Ewlieni.

Annex A



MINISTRY FOR FINANCE AND EMPLOYMENT
30, MAISON DEMANDOLS, SOUTH STREET, VALLETTA

Ministry	<i>Ministry for Finance and Employment</i>
Job title	<i>Senior Manager (Project Management)</i>

Duties and Responsibilities

- i. Oversees and manages the implementation of the e-Invoicing initiative within the Government of Malta, including its Ministries, Departments, Entities, Local Councils and Regional Authorities;
- ii. Manages the e-Invoicing initiative within the Performance and Evaluation Directorate as well as leads and motivates staff to ensure that the objectives and performance targets of the e-Invoicing initiative are achieved;
- iii. Ensures that the aims, objectives and targets of the e-Invoicing initiative are well defined and that execution of tasks in relation to this initiative, meets the required quality standards;
- iv. Develops work plans, including setting of tasks, deadlines and targets on assigned projects;
- v. Liaises with all stakeholders involved and with the Ministry's Chief Information Officer and MITA so as to ensure a timely implementation of the e-Invoicing initiative;
- vi. Assists in developing, updating and implementing e-Invoicing practices, and ensuring all available resources are utilised effectively and efficiently so as not to incur any loss of funds;
- vii. Identifies, on an ongoing basis, any issues which merit the attention of his/her direct superior;
- viii. Ensures effective communication with all stakeholders and co-ordinates informative seminars and meetings regularly, when required;
- ix. Evaluates initiative updates, and critically questions submissions to ensure quality feedback;
- x. Under the direction of his/her superior, assists in the compilation of monthly reports related to the implementation of the initiative and ensures that the implementation is according to set schedules;
- xi. Stays current with technological developments in e-Invoicing and recommend ways to take advantage of new developments, even by attending meetings, seminars, committees and discussion platforms as necessary;
- xii. Participates actively in the National e-Invoicing Forum;
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Any other duties as directed by the Principal Permanent Secretary.