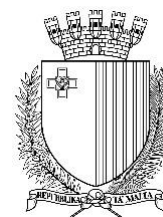


Annex A

Ministry	<i>Ministry for Senior Citizens and Active Ageing</i>
Job title	<i>Assistant Manager</i>

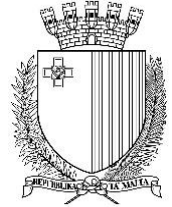


MINISTRY FOR SENIOR CITIZENS AND ACTIVE AGEING
COMMERCE STR, IMRIEHEL CBD 3010

Duties and Responsibilities

- i. Provides assistance and support to senior management in the management of the residential care section;
- ii. Assists in conducting research and preparing draft policies, as applicable, in relation to the care of the older persons residing in homes and other long-term facilities;
- iii. Assists in the coordination of all work related to government residential care and long-term facilities within the Active Ageing and Community Care (AACC);
- iv. Provides assistance in the management of all government home admissions, relocations and their waiting lists in line with the AACC's respective policies;
- v. Adopts an overarching role to manage and monitor home admissions, including through an IT based bed management system and ensure that all homes comply with their daily returns/inputting in the system;
- vi. Generates regular update reports for the residential care section including reports on occupancy, waiting lists, relocations, transfers and admissions;
- vii. Assists in collating the necessary statistical data including data requested for parliamentary questions;
- viii. Coordinates customer care for the residential care section to ensure a sterling service to applicants;
- ix. Liaises with other professionals and services as necessary to assist in applicant's cases;
- x. Assists senior management in co-ordinating activities between the AACC and entities falling within the Ministry as well as other stakeholders;
- xi. Assists senior management in managing the refurbishment and embellishment programmes in the various offices and building being managed by the AACC;
- xii. Promotes and participate in a quality management system in residential homes;
- xiii. Liaises with the main stakeholders, to monitor and, where required, facilitate the effective, efficient and timely implementation of the AACC's policies, strategies, standards, regulations, change programmes and agreements;
- xiv. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvi. Any other duties as directed by the Principal Permanent Secretary.

Anness A



Ministeru	<i>Ministeru għall-Anzjani u l-Anzjanita' Attiva</i>
L-impjieg	<i>Assistant Manager</i>

MINISTERU GĦALL-ANZJANI U L-ANZJANITA' ATTIVA
TRIQ IN-NEGOZJU, IMRIEĦEL CBD 3010

Dmirijiet u Responsabbiltajiet

- i. Jipprovdi assistenża u sapport meħtieġ lis-senior management fit-tmexxija tas-sezzjoni tal-kura residenzjali;
- ii. Jipprovdi assistenża fit-twettiq tar-riċerka u preparazzjoni ta' policies, hekk kif applikabbli, rigward il-kura tal-anzjani li joqgħodu f' djar residenzjali u faċilitajiet oħra ta' kura fit-tul;
- iii. Jassisti fil-koordinazzjoni tax-xogħol kollu relatat mal-kura residenzjali fl-Anzjanita' Attiva u l-Kura fil-Komunita'(AAKK);
- iv. Jipprovdi assistenża fl-immaniġjar ta' ammissjonijiet, rilokazzjonijiet u l-listi ta' stennija kollha fid-djar residenzjali tal-Gvern għall-anzjani, f'konformita' mal-politiki rispettivi tal-AAKK;
- v. Jaddotta rwol ġenerali għall-immaniġjar u s-sorveljanza tal-ammissjonijiet fid-djar, permezz ta' sistema ibbażata fuq IT, tal-immaniġjar tas-sodod tal-anzjani, u jassigura li kull dar jibagħtu r-rapporti neċessarji skont kif mitlub;
- vi. Jagħmel rapporti ta' aġġornamenti regolari għas-sezzjoni tal-kura residenzjali, inkluż rapporti dwar l-okkupanza, listi ta' stennija, rilokazzjonijiet, trasferimenti u ammissjonijiet;
- vii. Jassisti fil-ġbir ta' informazzjoni u statistika meħtieġa li tinkludi dik mitluba għall-mistoqsijiet parlamentari;
- viii. Jikkordina kura tal-konsumatur rigward servizzi għall-kura residenzjali sabiex jiġi żgurat li jiġi provdut servizz eċċellenti;
- ix. Jaħdem ma' professjonisti u servizzi oħra neċessarji, li jassistu l-applikazzjonijiet tal-anzjani;
- x. Jassisti lis-senior management fil-koordinament t'attivitajiet bejn l-AAKK, u entitajiet li jaqgħu fi hdan il-Ministeru, kif ukoll entitajiet oħra;
- xi. Jassisti lis-senior management fit-tmexxija ta' rinnovar u tisbiħ fil-binjiet tal-AAKK li jipprovdu kura residenzjali;
- xii. Jippromovi u jipparteċipa fl-assigurazzjoni ta' kwalita' tas-servizz fil-kura residenzjali;
- xiii. Jaħdem ma' partijiet interessati ewlenin, biex ikun hemm monitoraġġ, fejn hemm bżonn, jiffaċilita' l-implementazzjoni effettiva, effiċjenti u f'waqtha tal-politiki, l-istrategiji, l-istandards, u r-regolamenti tal-AAKK;
- xiv. Kwalunkwe komputu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.