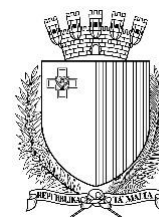


Annex A

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



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

Duties and Responsibilities

- i. Provides administrative support, particularly in the field of Quality Assurance within the Active Ageing and Community Care (AACC);
- ii. Oversees the provision of services to meet the objectives of the service, and carry out evaluations and assessments to ensure continuous improvement and efficiencies of the process are in place;
- iii. Makes informed decisions and/or recommendations to its superiors on strategic, policy, procedural and operational issues and case work;
- iv. Performs on-site tests, and sampling as necessary to verify that the required quality and standards are being met;
- v. Reviews periodically processes in order to identify and recommend process improvements that increase the efficiency of the services provided;
- vi. Collaborates with the Quality Assurance Unit Team in the development, monitoring and implementation of programs in order to achieve the general objectives and key tasks set for the Quality Assurance Unit;
- vii. Participates in the compilation of reports including the annual report and the AACC Business Plan;
- viii. Ensures adherence to established quality standards as established by the AACC and in accordance to established standards;
- ix. Advises the CEO and/or the respective representative on issues arising from the quality assessments, and where necessary proposes appropriate corrective actions/measures to be taken;
- x. Conducts surveys, analyse and present reports to the CEO and/or Senior Management;
- xi. Support the AACC Units with the timely information required for all other reports and presentations;
- xii. Performs audits on care homes and services as requested within AACC;
- xiii. Manages the Quality Assurance Unit according to the policies established by the AACC;
- 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 Anzjanita' Attiva</i>
L-impjieg	<i>Manager II</i>



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

Dmirijiet u Responsabbiltajiet

- i. Jipprovdi appoġġ amministrattiv, partikulari fil-qasam tal-Assigurazzjoni tal-Kwalita' fl-Anzjanita' Attiva u Kura fil-Komunita' (AAKK);
- ii. Jissorvelja l-għoti ta' servizzi biex tilhaq l-għanijiet tas-servizz, u twettaq evalwazzjonijiet u valutazzjonijiet biex tiżgura titjib kontinwu u effiċjenzi tal-proċess huma fis-seħħ;
- iii. Jieħu deċiżjonijiet infurmati u/jew rakkomandazzjonijiet lis-superjuri dwar kwistjonijiet strateġiċi, ta' politika, proċedurali u operattivi u xogħol ta' każijiet;
- iv. Iwettaq testijiet fuq il-post, u t-teħid ta' kampjuni kif meħtieġ biex jiġi ivverifikat li l-kwalita' u l-istandards mitluba qed jintlaħqu;
- v. Jirrevedi perjodikament il-proċessi sabiex jidentifika u jirrakkomanda titjib fil-proċess li iżid effiċjenza tas-servizzi provduti;
- vi. Jikkollabora mas-Sezzjoni tal-Assigurazzjoni tal-Kwalita' fl-iżvilupp, il-monitoraġġ u l-implimentazzjoni tal-programmi sabiex jintlaħqu l-għanijiet ġenerali u l-kompiti ewlenin stabiliti għas-sezzjoni tal-Assigurazzjoni tal-Kwalita';
- vii. Jipparteċipa fil-kumpilazzjoni tar-rapport annwali u l-pjan tan-negozju;
- viii. Jiżgura aderenza mal-istandards ta' kwalita' kif stabbiliti mill-AAKK u skont standards stabiliti;
- ix. Jagħti parir lis-CEO u/jew rappreżentanti rispettivi dwar kwistjonijiet li joħroġu mill-valutazzjonijiet tal-kwalita', u fejn meħtieġ jipproponi azzjonijiet/miżuri korrettivi xierqa li għandhom jittiehdu;
- x. Iwettaq riċerka, analiżi u jippreżenta rapporti lis-CEO u lis-Senior Maniġment;
- xi. Jappoġġja lill-Units fl-AAKK bl-informazzjoni f'waqtha u meħtieġa għar-rapporti l-oħra kollha u preżentazzjonijiet;
- xii. Imexxi s-sezzjoni tal-Assigurazzjoni tal-Kwalita', skont il-policies stabbiliti mill-AAKK;
- xiii. Iwettaq awditjar fid-djar residenzjali u servizzi li huma taħt ir-responsabilita' 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.