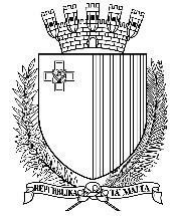


Anness A

Ministeru	<i>Ministeru għall-Intern, is-Sigurta', Ir-Riformi u l-Ugwaljanza</i>
L-impjeg	<i>Psikologu</i>



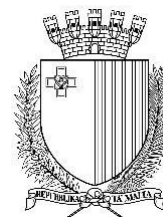
MINISTERU GĦALL-INTERN, IS-SIGURTA', IR-RIFORMI U L-UGWALJANZA
201 TRIQ ID-DEJQA VALLETTA, MALTA

Dmirijiet u Responsabbiltajiet

- i. Jiżviluppa proċessi u sistemi ta' ġestjoni tat-talent sabiex l-organizzazzjonijiet ikunu jistgħu jidentifikaw u jiżviluppaw l-impjegati tagħhom ta' potenzjal għoli;
- ii. Jipprovdi taħriġ, gwida u pariri lill-impjegati sabiex jgħin视角 jippjanaw u jimmaniġġjaw il-karrieri tagħhom;
- iii. Jiddisinja sistemi ta'stima tal-prestazzjoni li jippermettu lil organizzazzjoni tkejjel, timmaniġġja u tippremja l-prestazzjoni tal-impjegati tagħha;
- iv. Jaħdem ma' individwi biex jappoġġjahom biex isiru aktar ta' suċċess u effettivi fit-twertiq tal-oġettivi organizzattivi tagħhom, filwaqt li jtejbu wkoll il-benesseri personali tagħhom;
- v. Janalizza l-ħtiġijiet ta' taħriġ tal-impjegati, jidentifika lakuni fil-ħiliet u jiddetermina kif tindirizza dik in-nuqqas b'mod kosteffettiv;
- vi. Jiddisinja, jiżviluppa u jagħti programmi ta' taħriġ u żvilupp;
- vii. Jagħmel medjazzjoni f'sitwazzjonijiet fejn hemm kunflitt bejn l-impjegati u l-manigment jew tilwima dwar l-impjeg;
- viii. Jiddisinja, jiżviluppa u jimplimenta inizjattivi mmirati biex jgħinu lill-impjegati jlaħhqu b'suċċess mal-bidliet li jseħħu fuq il-post tax-xogħol tagħhom, bħal ristrutturar jew proċessi godda;
- ix. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- x. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xi. Kwalunkwe dmir ieħor skont kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Home Affairs, Security , Reforms and Equality</i>
Job title	<i>Psychologist</i>



MINISTRY FOR HOME AFFAIRS, SECURITY, REFORMS AND EQUALITY

201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Develops talent management processes and systems so organisations can identify and develop their high-potential employees;
- ii. Provides coaching, guidance and advice to employees in order to help them plan and manage their careers;
- iii. Designs performance appraisal systems that enable an organisation to measure, manage and reward the performance of its employees;
- iv. Works with individuals to support them in becoming more successful and effective in delivering their organisational objectives, while also enhancing their personal wellbeing;
- v. Analyses the training needs of employees, identifies skills gaps and determines how to address that gap in a cost-effective manner;
- vi. Designs, develops and delivers training and development programmes;
- vii. Mediates in situations where there is conflict between employees and management or an employment dispute;
- viii. Designs, develops and implements initiatives aimed at helping employees to cope successfully with changes taking place in their workplace, such as restructuring or new processes;
- ix. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- x. Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xi. Any other duties as directed by the Principal Permanent Secretary