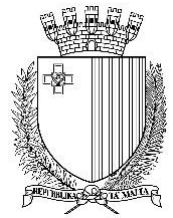


Ministeru	Turiżmu u Protezzjoni Tal-Konsumatur
L-impjieg	<i>Senior Foreman</i>

Anness A



MINISTERU GHAT-TURIŻMU U PROTEZZJONI TAL-KONSUMATUR
DIVIŻJONI GHAT-TINDIF U MANUTENZJONI, QASAM INDUSTRIAL TA' KORDIN, PAOLA

Dmirijiet u responsabbiltajiet

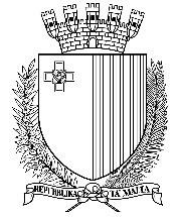
- i. Jimmaniġġja u jkun responsabbli għas-sezzjonijiet kollha li jaqgħu taħt it-tmexxija tiegħu;
- ii. Jkun responsabbli mill-allokkazzjoni tal-ħaddiema tiegħu bl-aħjar mod possibbli;
- iii. Jikkordina u jippjana sabiex il-ħaddiema li jaqgħu taħt ir-responsabbiltà tiegħu ikollhom il-makkinarju disponibbli sabiex iwettqu l-ħidma tagħhom;
- iv. Imexxi lill-Foremen, Supervisors u l-ħaddiema kollha li jaqgħu taħt ir-responsabbiltà tiegħu;
- v. Jkun responsabbli mill-infurzar tal-proċeduri dixxiplinarji kollha u l-passi li jkun hemm bżonn li jittieħdu, il-puntwalità u proċeduri dwar is-saħħa u sigurtà;
- vi. Jassisti lis-superjuri tiegħu u lill-uffiċjali għolja fid-Diviżjoni skont il-ħtieġa;
- vii. Jkun responsabbli mill-ħruġ ta' materjal mill-istores li jitqassam lill-ħaddiema li jaqgħu taħt ir-responsabbiltà tiegħu u jara li jkun hemm kontrolli meħtieġa sabiex titnaqqas il-hela;
- viii. Jippjana spezzjonijiet regolari fuq lantijiet tax-xogħol sabiex jassigura li xogħlijiet u proġetti assenjati jitlestew fl-iqsar żmien possibbli waqt li tiġi assigurata l-aħjar kwalità ta' xogħol;
- ix. Jikkordina ma' sezzjonijiet oħra fi ħdan il-Ministeru, dipartimenti u entitajiet oħra tal-gvern fuq xogħlijiet kif ikun meħtieġ;
- x. Jassisti fit-tnedija ta' inizjattivi godda mid-Diviżjoni;
- xi. Jassigura li x-xogħlijiet ta' manutenzjoni u upkeep, u tindif ġenerali inkluż bajjiet li jaqgħu taħt is-superviżjoni tiegħu jilħqu l-livelli meħtieġa kif stabbilit mis-senior management;
- xii. Jagħmel użu minn sistemi tal-informatika li jintużaw mid-Diviżjoni rispettiva;
- xiii. Jwettaq dmirijiet oħra hekk kif mitlub mid-Direttur Ġenerali, Direttur (Operations) u/jew rappreżentanti tagħhom;
- xiv. Dmirijiet oħra skont l-esiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

Ministeru għat-Turiżmu u Protezzjoni tal-Konsumatur,

Diviżjoni għat-Tindif u Manutenzjoni, Qasam Industrijali ta' Kordin, Paola.
Telefon: 22897300

Ministry	<i>Tourism and Consumer Protection</i>
Job title	<i>SeniorForeman</i>

Annex A



MINISTRY FOR TOURISM AND CONSUMER PROTECTION
CLEANSING AND MAINTENANCE DIVISON, CORRADINO INDUSTRIAL ESTATE, PAOLA

Duties and responsibilities

- i. Manage and be responsible for all the sections under his charge;
- ii. Be responsible for the allocation of all the employees under his charge in the best possible manner;
- iii. Co-ordinate and plan ahead what equipment is needed in order that all employees under his charge can perform their work;
- iv. Lead the Foremen, Supervisors and all employees under his responsibility;
- v. Be responsible for the enforcement of all the disciplinary procedures and actions that need to be taken, punctuality and health and safety procedures;
- vi. Assist his superiors and Senior Management staff within the Division as necessary;
- vii. Be responsible for the issuing of stores material distributed to employees under his charge and see that the necessary controls are in place to reduce wastage of resources;
- viii. Plan regular visits on sites of work to ensure that the assigned works and projects are completed within the shortest of time frames whilst guaranteeing the best quality procedures at all times;
- ix. Co-ordinate with other sections within the Ministry and other Government departments and entities as necessary;
- x. Assist in the launching of new initiatives by the Division;
- xi. Ensure that all the maintenance and upkeep, cleansing in general including beach cleaning works under his supervision meet the required standards established by the senior management;
- xii. Make use of all IT systems as established by the respective Division;
- xiii. Carry out other duties as requested by the Director General, Director (Operations) and /or their representatives;
- xiv. Any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

Ministry for Tourism and Consumer Protection

Cleansing and Maintenance Division, Corradino Industrial Estate, Paola
Telephone: 22897300