Ministeru	*Turiżmu u Protezzjoni Tal-Konsumatur*
L-impjieg	*Senior Technical Officer*

Anness A

MINISTERU GĦAT-TURIŻMU U PROTEZZJONI TAL-KONSUMATUR

DIVIŻJONI GĦAT-TINDIF U MANUTENZJONI, QASAM INDUSTRIAL TA' KORDIN, PAOLA

Dmirijiet u responsabbiltajiet

i. Jippjana, jikkontrolla u jissorvelja l-attivitajiet tekniċi kollha li jkunu qed isiru mis-sezzjoni;

ii. Jagħti pariri tekniċi lil subordinati li jaqgħu taħt ir-responsabbiltà tiegħu u lis-senior management skont kif ikun meħtieġ, u jikkordina l-attivitajiet tas-sezzjoni ma' dawk ta' sezzjonijiet oħra fi ħdan id-diviżjoni;

iii. Jipprovdi għajnuna lis-senior management billi jżomm rekords u rapporti oħra kif ikun jeħtieġ, biex jiżgura li l-proġetti jkunu qed jitwettqu skont l-iskeda u l-baġit ;

iv. Jiżgura li xogħlijiet li jkunu qed isiru b'xogħol dirett jew bil-kuntratt jitwettqu b'mod effiċjenti u effettiv u mingħajr ħela ta' riżorsi, u li n-nuqqasijiet jiġu rraportati lis-superjuri tiegħu u tittieħed azzjoni kif ikun meħtieġ;

v. Jikkordina t-twaqqif u tmexxija ta' sezzjonijiet ġodda kif ikun meħtieġ;

vi. Iżomm kuntatt mal-uffiċjal inkarigat għall-ippjanar tax-xogħol u jattendi għal-laqgħat hekk kif ikun meħtieġ;

vii. Ikun kapaċi jaqra disinji ta' xogħolijiet rikjesti u jfiehem tali disinji lill-ħaddiema, apparti li jassigura l-aħjar użu tal-materjal;

viii. Ifassal valutazzjoni ta' riskji hekk kif rikjesti bil-liġi u jieħu l-miżuri neċessarji ta' rimedju biex joħloq ambjent sikur u li jħares is-saħħa personali;

ix. Jamministra l-kordinazzjoni tax-xogħlijiet ta' kuljum. Ċertu element ta' flessibilità hija wkoll neċessarja sabiex jitwettaq xogħol li jkun urġenti;

x. Jassigura li x-xogħol jitwettaq fl-iqsar żmien possibbli u fl-istess ħin jiġi żgurat li qed jiġu esegwiti l-aqwa proċeduri ta' kwalita';

xi. Jipprovdi tmexxija kompetenti lill-uffiċjali li jaħdmu fis-sezzjoni u jassigura l-impenn u l-motivazzjoni tagħhom;

xii. Iżomm rekords adegwati u aġġornati dwar ir-riżorsi tat-trasport u l-użu tagħhom;

xiii. Iwettaq dmirijiet oħra skont kif assenjat mid-Direttur Ġenerali, Direttur (Operations) u/jew rappreżentanti tagħhom;

xiv. Iwettaq 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	*Tourism and Consumer Protection*
Job title	*Senior Technical Officer*

Annex A

MINISTRY FOR TOURISM AND CONSUMER PROTECTION

CLEANSING AND MAINTENANCE DIVISON, CORRADINO INDUSTRIAL ESTATE, PAOLA

Duties and responsibilities

i. Plan, control and supervise technical activities undertaken by the section;

ii. Provide technical advice to subordinates under his responsibility and senior management as necessary, and coordinate the activities of the section with those of other sections within the division;

iii. Provide support to senior management by maintaining records and other reports as may be required, to ensure that projects are kept to schedule and budget;

iv. Ensure that works carried out by direct labour or contracted work are efficiently and effectively carried out and without waste of resources, and that shortcomings are duly reported to his superiors and that follow up action is undertaken as required;

v. Coordinate the proper setting up and lead the new subsections as required;

vi. Keeping close contact with the officer in charge for work-planning and attend meetings as required;

vii. Possessing the ability to read drawings of works required and to explain these to subordinates, besides ensuring the correct handling of materials;

viii. Draw up risk assessments as required by law and taking the necessary remedies to create a healthy and safe environment;

ix. Day to day managing all ongoing works. A certain degree of flexibility is also required for the handling of any urgent works that may arise;

x. Ensuring that jobs are carried out within the shortest of time frames and assuring the best quality procedures at the same time;

xi. Provide competent leadership to officers working within the section and secure their commitment and motivation;

xii. Maintain adequate and updated records of transport resources and their use;

xiii. Carry out any other duties as requested by the Director General, the 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.