

# Anness A



<b>Ministeru</b>	Ministeru għas-Saħħa
<b>L-impjeg</b>	Foreman

OFFICE of the DEPUTY PRIME MINISTER MINISTRY for HEALTH  
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

## Dmirijiet u responsabbiltajiet

- i. jassenja biżżejjed nies biex jaħdmu waqt il-perjodu tas-shift biex jassigura li x-xogħol li hemm bżonn isir ;
- ii. jwettaq kontrolli u spezzjonijiet biex jassigura li x-xogħolijiet imqassmin lill-ħaddiema taħt ir-responsabbilta tiegħu, jkunu mwettqa kif suppost ;
- iii. jkun punt ta’referenza f’każ ta’ diffikultajiet li jistgħu jiltaqgħu magħhom il-ħaddiema taħt ir-responsabbilta’ tiegħu ;
- iv. jassisti l-manager fl-immaniġjar tal-istaff ;
- v. jigbor skart perikoluż (Cytotoxic jew Chemical type) mis-swali u/jew mid-dipartimenti ;
- vi. jispezzjona u jikkontrolla kmamar varji fejn jiddisponu mill-iskart u jibdel skips mimljin (bi skart perikoluż u dak riċiklat) b’oħrajn vojta;
- vii. jispezzjona u jikkontrolla l-kmamar varji fejn jiddisponu mill-iskart (b’carrousel) u jibdel skips mimlijin (bi skart generiku domestiku) ma’ oħrajn vojta.
- viii. jittrasporta skips mimlijin u vojta billi juża trakkijiet tal-irmonk bejn iż-żoni tal- Waste Marshalling u l-kmamar fejn jiddisponu mill-iskart.
- ix. jippakja skart varju (dak riċiklat u dak ta’ tip WEEE), ilestieh għal għbir biex jiddisponi minnu barra mill-isptar
- x. jittrasporta, jissepara, jippakja u jimmarka oġġetti ‘boarded out’ u jlestihom biex jiġu mormija barra mill-isptar;
- xi. jissorvelja l-kuntratturi tal-għbir tal-iskart waqt it-tgħabija u l-ħatt mis-sit ;
- xii. jaħsel u jiddiżinfetta l-iskips, carrousel u l- kmamar tal-iskart. Jittrasporta l-għamara minn post għall-ieħor ;
- xiii. jieħu kwalunkwe kompitu ieħor li s-superjur jista’ jiddelega lilu, kif jista’ jkun meħtieġ;
- xiv. jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Saħħa;
- xv. jwettaq dmirijiet oħra skont l-esiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

People Management Division

E: [recruitment.health@gov.mt](mailto:recruitment.health@gov.mt) w: <https://deputyprimeminister.gov.mt>

# Annexe A



<b>Ministry</b>	Ministry for Health
<b>Job Title</b>	Foreman

OFFICE of the DEPUTY PRIME MINISTER MINISTRY for HEALTH  
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

## Duties and responsibilities

- i. assigning the available man-power during their shift period to ensure the tasks to be carried out are acted upon.
- ii. carryout checks and inspections to ensure that the assigned works to his subordinates are properly carried out.
- iii. be a point of reference in case of difficulties encountered by his subordinates.
- iv. assist the manager in the management of staff.
- v. Hazardous (Cytotoxic type or Chemical type) waste collection from Wards and/or Departments
- vi. inspections and checks of the various Disposal rooms and replacement filled up skips (with Hazardous clinical type waste and recyclable type waste) with empty skips
- vii. inspections and checks of the various Disposal rooms (with carrousels) and replacement filled up skips (with Generic Domestic type waste) with empty skips
- viii. transporting filled up and empty skips using tow trucks between the Waste Marshalling Area and the Disposal rooms
- ix. packaging the various type of waste (recyclable type and WEEE type) making it ready for collection and end disposal out of the hospital
- x. transporting separating ,packaging and labelling boarded out items make them ready for collection and end disposal out of the hospital
- xi. overseeing waste collection contractors when loading/unloading from site
- xii. washing and disinfection of skips, carrousels and disposal rooms. Transport of furniture from one place or anther
- xiii. undertakes any other tasks, which the superior may delegate to him as may be required;
- xiv. make use of the Information Technology systems which may be in operation within the Ministry for Health;
- xv. carry out any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

People Management Division

E: [recruitment.health@gov.mt](mailto:recruitment.health@gov.mt) w: <https://deputyprimeminister.gov.mt>