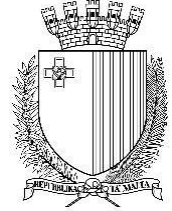


Anness A



UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA, MALTA

Ministeru	Uffiċċju tal-Prim Ministru
L-impjeg	Senior Manager (Transport u Loġistika)

Dmirijiet u responsabbiltajiet

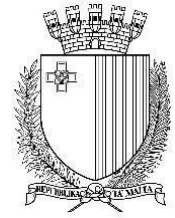
- i. Jmexxi u jagħti pariri lid-Direttur (Finanzi u Amministrazzjoni) dwar appoġġ loġistiku u trasport, u jassisti fil-ħtiġijiet u r-rekwiżiti tal-akkwist tad-Dipartiment rispettiv;
- ii. Jassisti u jagħti pariri lid-Direttur (Finanzi u Amministrazzjoni) fir-rigward taż-żamma u l-manutenzjoni ta' assi mobbli u immobbli fl-Uffiċċju tal-Prim Ministru, inklużi binjiet li jaqgħu taħt il-kappa tal-Uffiċċju tal-Prim Ministru;
- iii. Jassisti lid-Direttur (Finanzi u Amministrazzjoni) fi proġetti kbar fl-Uffiċċju tal-Prim Ministru u jzomm rapport mill-qrib ma' Ministeri oħra fejn huma kkonċernati l-ippjanar u l-implimentazzjoni ta' tali proġetti;
- iv. Jagħmel abbozzar ta' kuntratti ma' kuntratturi għal servizzi provduti għall-bini amministrat, kif ukoll jagħmel ġestjoni ta' programm ta' servizz għal-lifts, bibien tal-ħġieġ u air conditioners fl-Uffiċċju tal-Prim Ministru;
- v. Jiżgura konformità mar-Regolamenti tas-Saħħa u s-Sigurtà fl-Uffiċċju tal-Prim Ministru, u jassisti lid-Direttur (Finanzi u Amministrazzjoni) fuq kull kwistjoni relatata mas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol fid-Direttorat tal-Finanzi u l-Amministrazzjoni;
- vi. Jagħmel ġestjoni tal-flotta tal-karozzi u Jamministra ż-żoni ta' parkeġġ fl-Uffiċċju tal-Prim Ministru bil-kunċett li jimxi lejn ambjent aktar ekoloġiku, u li jzomm rapport mill-qrib mal-Ministeru għall-Finanzi u s-Servizzi Finanzjarji, filwaqt li jiżgura manutenzjoni xierqa u ħtiġijiet oħra fir-rigward tal-flotta ta' vetturi, inklużi l-kiri ta' vetturi, u konformità mas-sistema tal-Fleetweb;
- vii. Jassisti u jissorvelja s-Sistemi ta' Kontroll tal-Aċċess operata fl-Uffiċċju tal-Prim Ministru;
- viii. Jipprovdi sapport fir-rigward tal-akkoljenza ta' funzjonijiet tal-Istat u attivitajiet uffiċjali oħra;
- ix. Jagġorna d-Database tal-Inventarju Dipartimentali tad-Direttorat tal-Finanzi u l-Amministrazzjoni u oqsma oħra kif ordnat mid-Direttur (Finanzi u Amministrazzjoni);

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- x. Jimmaniġġja s-sezzjonijiet li jinkludu messaġġiera, tindif u manutenzjoni fl-Uffiċċju tal-Prim Ministru u jimmaniġġja ż-żona ta' akkoljenza fil-Berġa ta' Kastilja, billi jiżgura li l-livell meħtieġ ta' servizz jiġi pprovdut;
- xi. Jagħmel superviżjoni mill-qrib tat-Taqsima tar-Registry fl-Uffiċċju tal-Prim Ministru, li jiżgura operat effettiv u effiċjenti, waqt li jipprovdi sorveljanza diretta lill-persunal tar-Registry, fejn meħtieġ;
- xii. Jissorvelja u jżomm kuntatt mal-Uffiċċjal inkarigat mit-taqsimi tar-Registry u l-Uffiċċjal tar-Rekords assenjat lill-Uffiċċju tal-Prim Ministru dwar kwistjonijiet li għandhom x' jaqsmu mat-Taqsima tar-Registry, u jiżgura l-implimentazzjoni b' suċċess tal-file retention policy;
- xiii. Jirrapreżenta lid-Direttur (Finanzi u Amministrazzjoni) fil-kumitati u laqgħat oħra kif meħtieġ;
- xiv. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ ; u
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Office of the Prime Minister
Job Title	Senior Manager (Transport and Logistics)

OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE, VALLETTA, MALTA

Duties and responsibilities

- i. To manage and advise the Director (Finance and Administration) on logistical support and transport, and assisting in the procurement needs and requirements of the respective department;
- ii. Assisting and advising the Director (Finance and Administration) with regard to the upkeep and maintenance of movable and immovable assets at the Office of the Prime Minister, including buildings falling within the remit of the Office of the Prime Minister;
- iii. Assist the Director (Finance and Administration) with major projects within the Office of the Prime Minister and maintain close liaison with other Ministries where planning and implementation of such projects are concerned;
- iv. Drafting of contracts with contractors for services provided for the administered premises, as well as managing a service programme for lifts, glass doors and air conditioners at the Office of the Prime Minister;
- v. Ensuring compliance with the Health and Safety Regulations within the Office of the Prime Minister, and assisting the Director (Finance and Administration) on all matters related to the Occupational Health and Safety within the Finance and Administration Directorate;
- vi. Managing the fleet of cars and parking areas at the Office of the Prime Minister with the concept of moving towards a greener environment, and upholding close liaison with the Ministry for Finance and Financial Services, whilst ensuring proper maintenance and other requirements with regards to the fleet of vehicles, including the leasing/hiring of vehicles, and compliance to the Fleetweb system;
- vii. Assisting and supervising the Access Control Systems operated within the Office of the Prime Minister;
- viii. Providing support regarding the hosting of State functions and other official activities;

Office of the Prime Minister

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- ix. Updating the Departmental Inventory Database of the Finance and Administration Directorate and other areas as directed by the Director (Finance and Administration);
- x. Handling the messengerial, cleaning, and maintenance sections within the Office of the Prime Minister and managing the reception area at the Auberge de Castille, ensuring the required level of service is being provided;
- xi. Close supervision of the Registry Section within the Office of the Prime Minister, ensuring effective and efficient operations, whilst providing direct oversight to Registry personnel, where necessary;
- xii. Supervising and liaising with the Officer in Charge Registry and the Records Officer assigned to the Office of the Prime Minister on matters pertaining to the Registry Section, and ensuring the successful implementation of the file retention policy;
- xiii. Representing the Director (Finance and Administration) in committees and other meetings as necessary;
- xiv. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xv. Any other duties as directed by the Principal Permanent Secretary.

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