Anness A

Ministeru	Ministeru għal Għawdex
L-impjieg	Graduate Engineer / Junior Engineer / Engineer (Mechanical)

MINISTERU GĦAL GĦAWDEX
Pjazza San Franġisk,ir-Rabat Għawdex

Dmirijiet u responsabbiltajiet

i. Jikkontribwixxi fit-tħejjija ta' business plans, programmi tax-xogħol u stimi tal-ħin u l-ispejjeż b'koordinament mad-Direttur, il-periti, l-inġiniera ċivili u l-professjonisti tekniċi l-oħra li jaħdmu fil-Ministeru jew jitqabbdu minnu;

ii. Jassisti fit-tħejjija ta' speċifikazzjonijiet tat-tenders, stimi, proċessi ta' aġġudikar u d-dokumentazzjoni anċillari għall-provvista ta' impjant, tagħmir, strumentazzjoni, għodda, spare parts u sistemi relatati mal-inġinerija;

iii. Iwettaq żjarat fuq is-sit u superviżjoni tax-xogħol, isolvi l-problemi li jinqalgħu, jimmaniġġja l-proġetti u jiċċertifika x-xogħol fl-eżekuzzjoni ta' proġetti ta' iniġinerija;

iv. Jorganizza u jissorvelja t-tmexxija mingħajr intoppi fejn jirrigwardja disinn, installazzjoni, manutenzjoni u tiswija ta' xogħlijiet ta' inġinerija, u jaqdi funzjonijiet ta' appoġġ fil-Ministeru skont kif assenjat mid-Direttur;

v. Jassigura kwalità, effettività u effiċjenza fl-ippjanar u l-eżekuzzjoni tax-xogħlijiet;

vi. Jiprovdi l-input meħtieġ sabiex jassigura li x-xogħol jitwettaq skont standards stabbiliti u kif ukoll obbligi legali u kuntrattwali;

vii. Jikkollabora mal-uffiċjali tas-saħħa u s-sigurtà u jassigura li r-regoli u r-regolament f'dan il-qasam ikunu osservati strettament;

viii. Jikkordina mal-klijenti, fornituri, kuntratturi, regolaturi, u entitajiet u persuni interessati oħra li jistgħu jaffettwaw il-prestazzjoni operattiva;

ix. Jidentifika oqsma ta' taħriġ li jistgħu jkunu meħtieġa sabiex l-istaff operattiv tal-Ministeru jwettaq xogħlu kif jixraq u bl-iktar mod sigur possibbli;

x. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu, kif jista' jkun meħtieġ;

xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Gozo
Job title	Graduate Engineer / Junior Engineer / Engineer (Mechanical)

MINISTRY FOR GOZO
St. Francis Square, Victoria Gozo

Duties and responsibilities

i. Contributes to the preparation of business plans, programmes of work and time/cost estimates in liaison with the Director, architects, civil engineers and other technical professionals who are employed with, or have been contracted by the Ministry;
ii. Assists with the preparation of tender specifications, estimates, adjudication and the ancillary documentation for the provision of plant, equipment, instrumentation, tools, spare parts and engineering related systems;
iii. Undertakes site visits, work supervision, problem solving, project management and work certification in the execution of engineering work;
iv. Organises and oversees the smooth running of engineering design, installation, maintenance, repair work and support functions within the Ministry as assigned by the Director;
v. Ensures quality, effectiveness and efficiency in the planning and execution of works;
vi. Provides the necessary input to ensure that work is done in accordance with established standards, legal requirements and contractual obligations;
vii. Collaborates with the health and safety officials and ensures that rules and regulations in this regard are strictly adhered to;
viii. Laises with clients, suppliers, contractors, regulators and other entities and stakeholders that have a bearing on operational performance;
ix. Identifies areas of training as may be required for operational Ministry staff to perform their tasks as properly and safely as possible;
x. Undertakes any other tasks, which the superior may delegate to him, as may be required;
xi. Any other duties as directed by the Principal Permanent Secretary.