



# Annex A

<b>Ministry:</b>	<i>Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir</i>	 <b>GVERN TA' MALTA</b> MINISTERU GHALL-AMBJENT, L-ENERĠIJA U R-RIĠENERAZZJONI TAL-PORT IL-KBIR 6, TRIQ ĦAL QORMI, SANTA VENERA
<b>Job Title:</b>	<i>Warden (Environment)</i>	

## Dmirijiet u Responsabbiltajiet

- i. Jippromwovi l-għarfien tal-biodiversita' tas-sit taħt superviżjoni, kif ukoll il-patrimonju naturali u kulturali taż-żona;
- ii. Jikkordina u jorganizza laqgħat u sezzjonijiet ta' informazzjoni għall-pubbliku;
- iii. Jiddisinja u jimplementa programmi edukattivi u rikreazzjonali, inkluż visti fuq is-sit u żjarat gwidati għall-pubbliku ġenerali, tfal tal-iskola u gruppi oħrajn, fuq is-sit taħt superviżjoni;
- iv. Jipprepara, jikkummissjona, jipproduċi u jiddistribwixxi materjal informattiv relevanti;
- v. Jiddistribwixxi biljetti lill-viżitaturi;
- vi. Jimmaniġġja bejgħ, ipproċessar ta' pagamenti u żamma ta' rekords ta' dħul u nfiq;
- vii. Jikkontrolla l-folla;
- viii. Iżomm kalendarju ta' avvenimenti, djarji u rapporti fuq il-postijiet taħt il-kustodja;
- ix. Jorganizza rondi ta' sorveljanza tas-sigurta' tas-sit taħt superviżjoni;
- x. Jattendi workshops/korsijiet xierqa għall-iskop ta' taħriġ kontinwu;
- xi. Jattendi laqgħat għall-iskop ta' tqassim u/jew ġbir u ta' informazzjoni bżonnjuża biex jitwettagħ ixxogħol;
- xii. Kwalunkwe dover ieħor relatat max-xogħol skont l-istruzzjonijiet tas-superjur rispettiv;
- xiii. Jiftiehem mas-superjur rispettiv biex tiġi assicurata aktar responsabbilita';
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xv. Iwettagħ dmirijiet oħra li jisgħu jiġu agġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry:</b>	<i>Ministry for the Environment, Energy and Regeneration of the Grand Harbour</i>	 <b>GOVERNMENT OF MALTA</b> MINISTRY FOR THE ENVIRONMENT, ENERGY AND REGENERATION OF THE GRAND HARBOUR 6, QORMI ROAD, SANTA VENERA
<b>Job Title:</b>	<i>Warden (Environment)</i>	

## Duties and Responsibilities

- i. Promotes awareness and knowledge of the biodiversity at site under supervision as well as the area's natural and cultural heritage;
- ii. Co-ordinates and organises public information events and meetings;
- iii. Designs and implements educational and recreational programmes, including site visits and guided tours at site under supervision, for the general public, school children and other interest groups;
- iv. Prepares, commissions, produces and distributes relevant information materials;
- v. Distributes tickets to visitors;
- vi. Manages sales, processes payments and keeps records of income and expenses;
- vii. Controls crowds;
- viii. Keeps calendars of events, diaries and reports of places under custody;
- ix. Organises and carries out security surveillance patrols at site under supervision;
- x. Attends appropriate workshops/courses for the purpose of ongoing training;
- xi. Attends meetings for the purpose of conveying and/or gathering information required to perform functions;
- xii. Any other job-related duties as instructed by the respective superior;
- xiii. Liaises with the respective superior to ensure more accountability;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvi. Any other duties as directed by the Principal Permanent Secretary.