

Annex A



OFFICE OF THE PRIME MINISTER
(EUROPEAN FUNDS, EQUALITY,
REFORMS AND SOCIAL DIALOGUE)

Ministry	Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue)
Job title	Operative III (Motor Transport Driver)

Duties and responsibilities

- i. driving, maintaining and operating a minivan/ car and all types of OPM-EES vehicles and keeping the vehicle clean at all time;
- ii. being attentive to traffic and weather conditions while staying on schedule and ensuring the safety of passengers;
- iii. ensuring that the speedometer, milometer and other gauges are functional, and report any faults or breakdown to the officer in-charge of the transport section;
- iv. to keep journey logbook up to date by registering all trips;
- v. maintaining a safe environment within the vehicle by enforcing rules of conduct and responding to emergencies;
- vi. delivering correspondence, store items and other material and also assisting in the loading and unloading when necessary;
- vii. ensuring that trips are carried out on official duties and within office hours, unless authorised otherwise;
- viii. taking all the necessary appropriate action regarding collisions, and ensuring the OPM-EES vehicles are only used within office hours, unless authorised otherwise;
- ix. report accidents, dents and any other damages to the officer in-charge of the transport section;
- x. any other tasks related to deliveries of various material to and from departments which includes delivery and collection of mail;
- xi. undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xii. undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xiii. any other duties as directed by the Principal Permanent Secretary.

Anness A



Ministeru	Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali)
L-impjeg	Operative III (Motor Transport Driver)

UFFIĊĊJU TAL-PRIM MINISTRU
(FONDI EWROPEJ, UGWALJANZA,
RIFORMI U D-DJALOGU SOĊJALI)

Dmirijiet u responsabbiltajiet

- i. sewqan u manutenzjoni ta' minivan / karozza u kull tip ta' vetturi tal-OPM-EES u jzomm il-vettura nadifa f'kull hin;
- ii. jkun attent għall-kondizzjonijiet tat-traffiku u tat-temp waqt li jzomm mal-iskeda u jassigura ssigurtà tal-passiġġieri;
- iii. jiżgura li l-ispeedometer, milometer u gauges oħra jkunu funzjonali u jirrapporta kwalunkwe difetti jew ħsara lill-uffiċjal inkarigat mis-sezzjoni tat-trasport;
- iv. jzomm il-logbook aġġornat billi jirreġistra il-vjaġġi kollha;
- v. jzomm l-ambjent sikur fil-vettura billi jinfurza ir-regoli ta' kondotta u jirrispondi għall-emerġenzi;
- vi. jwassal korrispondenza, oġġetti tal-ħażna u materjal ieħor u wkoll jassisti fit-tagħbija u l-ħatt meta jkun meħtieġ;
- vii. jiżgura li l-vjaġġi jsiru fuq dmirijiet uffiċjali u fil-ħinijiet tal-uffiċċju, sakemm ma jkunx awtorizzat mod ieħor;
- viii. jieħu l-azzjoni xierqa kollha meħtieġa fir-rigward tal-ħabtiet, u jiżgura li l-vetturi tal-OPM-EES jintużaw biss fil-ħinijiet tal-uffiċċju, sakemm ma jkunx awtorizzat mod ieħor;
- ix. jirrapporta incidenti, ħsarat u kwalunkwe danni oħra lill-uffiċjal inkarigat mis-sezzjoni tat-trasport;
- x. kwalunkwe ħidma oħra relatata mal-kunsinni ta' materjal varji minn u lejn dipartimenti li jinkludi lkunsinna u l-ġbir tal-posta;
- xi. jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xii. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlien