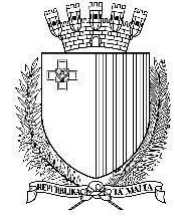


# Anness A



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

<b>Ministeru</b>	Uffiċċju tal-Prim Ministru
<b>L-impjieg</b>	Manager I

## Dmirijiet u responsabbiltajiet

- i. Jassisti fl-immaniġġjar u l-eżekuzzjoni generali tal-proġetti mwettqa mid-Dipartiment rispettiv - inklużi r-rinovazzjonijiet waqt li jzomm maż-żmien u l-baġit;
- ii. Jgħin fil-ġestjoni tal-flotta tal-vetturi u fit-thejjija tal-irċevuti tal-fjuwil għat-trasport, kif meħtieġ;
- iii. Jikkoordina s-servizzi tat-tindif fuq bażi korporattiva u jassisti fi kwistjonijiet relatati mas-saħħa u s-sigurtà okkupazzjonali bħaż-żamma tas-saħħa u s-sigurtà li jinkludu l-kaxxi tal-ewwel għajnuna u l-apparat tat-tifi tan-nar;
- iv. Jassisti fil-htigijiet u r-rekwiżiti tal-akkwist tad-Dipartiment rispettiv;
- v. Jiskeda xogħlijiet, manutenzjoni u l-messaġġiera;
- vi. Jigbor data statistika u jgħaqqad rapporti bażiċi kif mitlub mid-Direttur (Finanzi u Amministrazzjoni) u d-Direttur Ġenerali (Support Services);
- vii. Ikun involut fil-ħidma tad-Dipartiment jew kwalunkwe Uffiċċju delegat ieħor, u jzomm librerija u katalogu aġġornati ta' proġetti importanti relatati mal-Uffiċċju tal-Prim Ministru;
- viii. Iwettaq dmirijiet amministrattivi ta' kuljum inkluż il-ġbir ta' informazzjoni minn tekniċi, inginiera, kuntratturi, eċċ. kif jista' jkun meħtieġ, u jassisti fiż-żamma ta' servizzi għal liftijiet, bibien tal-ħġieġ u ġeneraturi;
- ix. Jizviluppa pjanijiet ta' hidma, inklużi skedi ta' żmien u miri tal-proġetti mwettqa mid-Dipartiment u jjiżgura effiċjenza massima fl-eżekuzzjoni b'suċċess tal-proġetti skont l-istandards ta' kwalità meħtieġa;

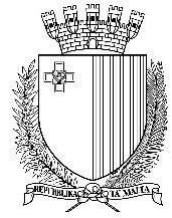
---

## Uffiċċju tal-Prim Ministru

Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Valletta  
Telefon: 2200 - 0000

- x. Jassisti fir-rigward taż-żamma u l-manutenzjoni ta' assi mobbli u immobbli fl-Uffiċċju tal-Prim Ministru;
- xi. Isegwi l-progress fuq siti fejn tkun għaddejja l-implimentazzjoni tal-proġetti tal-Ministeru;
- 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 Ewlieni.

# Annex A



<b>Ministry</b>	Office of the Prime Minister
<b>Job Title</b>	Manager I

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

## Duties and responsibilities

- i. Assists the overall management and execution of projects undertaken by the respective Department - including refurbishments keeping on time and budget;
- ii. Helps in the management of the vehicles fleet and preparation of transport fuel chits, as required;
- iii. Coordinates cleaning services on a corporate basis and assists on matters relating to occupational health and safety such as the upkeeping of health and safety including first aid boxes and fire extinguishers;
- iv. Assists in the procurement needs and requirements of the respective Department;
- v. Schedules works, maintenance and messengers;
- vi. Collects statistical data and compiles basic reports as requested by the Director (Finance and Administration) and the Director General (Support Services);
- vii. Be involved in the work of the Department or any other delegated Office, and maintains an up-to-date library and catalogue of important projects related to the Office of the Prime Minister;
- viii. Executes daily administrative tasks including the gathering of information from technicians, engineers, contractors, etc. as may be required, and assists in the upkeeping of services to lifts, glass doors and generators;
- ix. Develops work plans, including timelines and targets of the projects undertaken by the Department and ensures maximum efficiency in the successful execution of projects to the required quality standards;

---

### Office of the Prime Minister

Office of the Prime Minister, Auberge de Castille, Valletta  
Telephone : 2200-0000

- x. Assists with regards to the upkeeping and maintenance of moveable and immoveable assets in the Office of the Prime Minister;
- xi. Monitors progress on sites where the implementation of the Ministry's projects are underway;
- 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.