

Anness A

Ministeru	<i>Servizz Pubbliku Ta' Malta</i>
L-impjieg	<i>Tradespersn I</i>



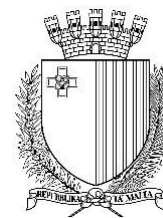
UFFIĊĊJU TAL-PRIM MINISTRU
3, PJAZZA KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jwettqu dmirijiet marbuta mas-sengħa tagħhom kif mgħotija lilhom skont l-qasam speċjalizzati għalih;
- ii. Jkunu konxji dwar kwistjonijiet ta' saħħa u sigurtà;
- iii. Jkunu lesti jaħdmu f' tim u jhaddnu prattiċi favur l-ambjent filwaqt li jkunu dejjem lebsin diċenti għall-ambjent tax-xogħol;
- iv. Jkunu kapaci jippjanaw ix-xogħol skont l-esiġenzi tax-xogħol kif ukoll skont kif ikun mitlub lilhom;
- v. Jieħdu ħsieb jagħmlu xogħol ta' manutenzjoni kif mitlub lilhom;
- vi. Ikunu responsabbli għall-materjal u għodda li jkunu qed jiġu wżati fil-qasam tax-xogħol u responsabilità tagħhom;
- vii. Jkunu kapaci jaqraw, jifhmu u jinterpretaw manwali tal-utent;
- viii. Jattendu sessjonijiet ta' taħriġ għall-iżvilupp tal-impjegati, skont il-ħtieġa u kif mitlub mill Management;
- ix. Jwettqu dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti meħtieġ;
- x. Kwalunkwe kompetitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u
- xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

Annex A

Ministry	<i>Malta Public Service</i>
Job title	<i>Tradesperson I</i>



OFFICE OF THE PRIME MINISTER
3, PJAZZA KASTILJA, VALLETTA, MALTA

Duties and responsibilities

- i. Carrying out duties related to their trade as assigned to them according to their specialised area;
- ii. Knowledgeable in health and safety issues;
- iii. Must be ready to work within a team and be environmentally friendly and dressed suitably for a work environment;
- iv. Be able to plan work according to work exigencies and as requested;
- v. Be able to carry out any maintenance work as requested;
- vi. Be responsible for material and tools used within his area of responsibility;
- vii. Reads, understands and interprets user manuals;
- viii. Participates in any training and development needs as required by Management;
- ix. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- x. Undertakes any other tasks, which the superior may delegate to them, as may be required; and
- xi. Any other duties as directed by the Principal Permanent Secretary.