



# Annex A

<b>Ministry:</b>	<i>Ministeru għall-Ambjent, l-Energija u l-Indafa Pubblika</i>	 <b>GVERN TA' MALTA</b> MINISTERU GHALL-AMBJENT, L-ENERĠIJA U L-INDAFA PUBBLIKA UFFIĊĊJU TAS-SEGRETARJU PERMANENTI
<b>Job Title:</b>	<i>Principal Security Officer</i>	
<b>Dmirijiet u Responsabbiltajiet</b>		

- (i) Responsabbli għall-persunal tas-sigurtà u jiżgura li l-miżuri raġonevoli kollha ta' sigurtà jiġu implimentati, u li jittieħdu l-prekawzjonijiet meħtieġa biex tiġi salvagwardjata l-proprjeta pubblika kontra atti kriminali;
- (ii) Jiġbed l-attenzjoni tas-superjuri tiegħu dwar kwalunkwe irregolarità ewlenija li tikkonċerna s-sigurtà u jagħti pariri dwar kwistjonijiet relatati;
- (iii) Jorganizza kontrolli u spezzjonijiet tal-impjegati u l-klijenti waqt li jidhlu jew joħorġu mill-post kif meħtieġ filwaqt li jiżgura l-ordni u d-dixxiplina;
- (iv) Jiżgura li l-persunal taħt ir-responsabbiltà tiegħu jimplementaw l-policies u r-regolamenti kollha maħruġa minn żmien għal żmien;
- (v) Jipprovdi filmati tas-CCTV meta mitlub mill-manigment u/jew l-awtoritajiet tal-pulizija;
- (vi) Jiżgura li l-persunal kollu tas-sigurtà taħt ir-responsabbiltà tiegħu jinghata taħriġ xieraq u li eventwalment jiġi ċċertifikat kif suppost mill-awtoritajiet kompetenti;
- (vii) Ifassal rapporti kull sitt xhur li jenfasizzaw kwistjonijiet ta' sigurtà li jeħtieġ li jiġu implimentati u jissuġġerixxi titjib fil-livell ġenerali ta' sigurtà fi hdan l-organizzazzjoni;
- (viii) Jikkoordina r-relievers u l-assenjazzjoni ta' kuljum tad-dmirijiet tal-Uffiċjali tas-Sigurtà u l-Gwardji tas-Sigurtà li jaqgħu taħt ir-responsabbiltà tiegħu u jwettaq il-firxa sħiħa ta' dmirijiet ta' Gwardjan tas-Sigurtà u Uffiċjal tas-Sigurtà kull meta jkun meħtieġ;
- (ix) Komputazzjoni tal-allowances, overtime u użu tas-sistema tas-sofwer DAKAR;
- (x) Jassisti lill-Manager tas-Servizzi tas-Sigurtà fil-qadi tad-dmirijiet tiegħu u jassigura kontinwità meta l-Manager tas-Servizzi tas-Sigurtà ma jkunx disponibbli;
- (xi) Iwettaq dmirijiet tas-sewqan kif jista' jkun meħtieġ;
- (xii) Jagħmel użu mis-sistemi tat-Teknologija tal-Infommazzjoni li jistgħu jkunu qed joperaw fil-Ministeru;
- (xiii) Iċċekkjar u ttestjar ta' Sistemi ta' Sigurtà bħal Radjijiet Two-Way u Sistemi ta' Rondi;
- (xiv) Jagħmel spezzjonijiet mingħajr pre-avviż sabiex jassigura li x-xiftijiet tal-uffiċjali fit-Taqsima tas-Sigurtà jinħadmu kif skedati u jzomm rekord xieraq dwar l-ispezzjonijiet li jkunu saru u l-eżitu tagħhom;
- (xv) Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- (xvi) Iwettaq dmirijiet oħra li jisgħu jiġu agġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- (xvii) Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry:</b>	<i>Ministry for the Environment, Energy and Public Cleanliness</i>	 <b>GOVERNMENT OF MALTA</b> MINISTRY FOR THE ENVIRONMENT, ENERGY AND PUBLIC CLEANLINESS OFFICE OF THE PERMANENT SECRETARY
<b>Job Title:</b>	<i>Principal Security Officer</i>	

## Duties and Responsibilities

- (i) Responsible for the security personnel and ensuring that all reasonable security measures are implemented, and that the necessary precautions are taken to safeguard public property against criminal acts;
- (ii) Bring to the attention of his superiors any major irregularities concerning security and give advice on related matters;
- (iii) Organise checks and inspections of employees and clients whilst entering or leaving the premises as required whilst ensuring order and discipline;
- (iv) Ensure that staff under his charge implement all policies and regulations issued from time to time;
- (v) Provide CCTV footage when requested by the management and/or police authorities;
- (vi) Ensure that all security personnel under his responsibility are given proper training and that they are eventually duly certified by the competent authorities;
- (vii) Draw up six-monthly reports highlighting security issues which need to be implemented and suggesting improvements to the general level of security within the organisation;
- (viii) Coordinate relievers and the daily assignment of duties of the Security Officers and Security Guards that fall under his responsibility and performing the full range of duties of Security Guard and Security Officer whenever necessary;
- (ix) Computation of allowances, overtime and use of DAKAR software system;
- (x) Assists the Security Services Manager in the performance of duties and ensure continuity when the Security Services Manager is unavailable;
- (xi) Carry out driving duties as may be required;
- (xii) Make use of the Information Technology systems which may be in operation within the Ministry;
- (xiii) Checking and testing of Security Systems such as Two-Way Radios and Patrolling Systems;
- (xiv) Conduct unannounced inspections to ensure that shifts of officers in the Security Section are worked as scheduled and maintained appropriate records of inspections carried out and their outcome;
- (xv) Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- (xvi) Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- (xvii) Any other duties as directed by the Principal Permanent Secretary.