

Anness A



Ministeru	Ministeru għas-Saħħa u Anzjanità Attiva
L-impjeg	Security Officer

MINISTRY for HEALTH and ACTIVE AGEING
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

DMIRIJET U RESPONSABBILTAJIET

- i. Jikkontrolla d-dhul ta' persuni mhux awtorizzati;
- ii. Jiċċekkja u jispezzjona impjegati u viżitaturi kif ukoll kwalunkwe basktijiet, bagalji, eċċ li jistgħu jkunu qed iġorru;
- iii. Jispezzjona vetturi deħlin jew heġin mill-post, meta meħtieġ;
- iv. Jhaddem tagħmir tas-sigurta' inklużi CCTV kameras, magni tal-iskrinjar u tagħmir ieħor tassigurtà u jassigura li qed jahdem kif suppost;
- v. Jagħmel rondi ta' viġilanza biex jgħin li jiġi evitat is-serq, it-tbagħbis, vandalizmu f' postijiet pubbliċi, u Jirrapporta meta jiġru rregolaritajiet li jikkonċernaw is-sigurtà;
- vi. Jkun responsabbli għaż-żamma sigura tal-imħażen, ċwieviet u registri taċ-ċwieviet;
- vii. Jzomm rekords neċessarji dwar id-dhul u l-hruġ mill-post ta' vetturi, pubbliku in ġenerali, impjegati tal-Gvern u materjal;
- viii. Jagħmel superviżjoni tal-parkeġġ fi hdan l-art tal-entita';
- ix. Jwettaq proċeduri ta' emerġenza f'każ ta' nar;
- x. Jwettaq spezzjonijiet fuq haddiema fuq il-lant tax-xogħol;
- xi. Jassisti fiż-żamma tal-ordni u dixxiplina in ġenerali;
- xii. Jassisti lill-Uffiċjali ta' Sigurtà fit-twettiq ta' dmirijiethom meta jkun hekk meħtieġ;
- xiii. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Saħħa u l-Anzjanità Attiva;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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Ministry	Ministry for Health and Active Ageing
Job title	Security Officer



MINISTRY for HEALTH and ACTIVE AGEING
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Duties and responsibilities

Duties and Responsibilities

- i. Safeguards against entry of unauthorized personnel;
- ii. Checks and inspects employees and visitors as well as any bags, cases, etc they may be carrying;
- iii. Inspects vehicles entering or leaving the premises, when required
- iv. Operates security equipment including CCTV cameras, screening machines and other security equipment and ensures their proper functioning;
- v. Conducts vigilant patrols to help avoid theft, pilfering, vandalism at public places, etc and reports, when they arise, irregularities concerning security;
- vi. Is responsible for the safe-keeping of store-rooms, keys and key registers;
- vii. Keeps necessary records in connection with the entry and exit of vehicles, general public, government employees and material;
- viii. Supervises parking within the grounds of the entity;
- ix. Carries out emergency procedures in case of fire;
- x. Carries out inspections on employees at site of work;
- xi. Assists in the maintenance of order and discipline in general;
- xii. Assists the Security Officers in the execution of their duties whenever the occasion so demands;
- xiii. Makes use of the Information Technology systems which may be in operation within the Ministry for Health and Active Ageing;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary