

Anness A



Ministeru	Uffiċċju tal-Prim Ministru
L-Impjeg	Operative III (Motor Transport Driver)

OFFICE OF THE PRIME MINISTER
BERĠA TA' KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Isuq u jzomm vann żgħir/karozza u kull tip ta' vettura tal-Istamperija tal-Gvern u jzomm il-vettura nadifa, kemm minn ġewwa kif ukoll minn barra, f'kull hin;
- ii. Ikun attent għall-kundizzjonijiet tat-traffiku u tat-temp waqt li jzomm mal-iskeda u jassigura s-sigurtà tal-passiġġieri;
- iii. Jiżgura li l-ispeedometer, milometer u gauges oħra jkunu funzjonali u jirrapporta kwalunkwe difetti jew ħsara lill-uffiċjal inkarigat fl-Istamperija tal-Gvern;
- iv. Jindirizza u/jew jirrapporta kwalunkwe ħsara kif meħtieġ (inkluż, iżda mhux biss, il-pessjoni korretta tat-tyres, il-livelli taż-żejt u l-ilma, is-saħħa tal-batterija u greasing);
- v. Iżomm il-logbook aġġornat billi jirreġistra l-vjaġġi kollha;
- vi. Iżomm ambjent sigur fil-vettura billi jinforza r-regoli tal-imġieba u jirrispondi għall-emergenzi;
- vii. Iwassal korrispondenza, oġġetti tal-istores u materjal ieħor u wkoll jassisti fit-tagħbija u l-ħatt tal-pallets bejn is-sezzjonijiet, u jipprovdi materjal tal-istores lis-sezzjonijiet tal-Istamperija, meta u kif ikun meħtieġ;
- viii. Jieħu l-azzjoni xierqa kollha meħtieġa fir-rigward ta' incidenti, daqqiet jew ħsarat oħra, u jiżgura li l-vetturi tal-Istamperija tal-Gvern jintużaw biss fil-ħinijiet tal-uffiċċju, sakemm ma jkunx awtorizzat mod ieħor;
- ix. Jikkonforma mar-regoli, ir-regolamenti u l-proċeduri stabbiliti tas-saħħa u s-sigurtà;
- x. Kwalunkwe xogħol ieħor relatat mat-twassil ta' materjali varji lid-dipartimenti konċernati li jinkludi t-twassil u l-ġbir tal-posta;
- xi. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mid-Direttur Ġenerali (Stamperija tal-Gvern);
- xii. Fl-interess tal-flessibilità, il-persuna magħżula tista' tkun meħtieġa wkoll biex tassisti f'ix-xogħol li normalment jitwettaq mill-impjegati l-oħra fl-istess skala ta' salarju, kemm waqt u wara l-ħinijiet normali tal-uffiċċju;

- xiii. Il-persuna magħżula tista' tkun meħtieġa biex twettaq overtime li jistgħu, f'ċirkostanzi eċċezzjonali, jinkludu x-xogħol bil-lejl, fil-vaganzi pubbliċi u l-Ħdud, imħallsa bir-rati approvati; u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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Ministry	Office of the Prime Minister
Job Title	Operative III (Motor Transport Driver)

OFFICE OF THE PRIME MINISTER
BERĠA TA' KASTILJA, VALLETTA, MALTA

Duties and responsibilities

- i. Drives, maintains and operates a mini van/car and all type of vehicles of the Government Printing Press and keeps the vehicle clean at all times;
- ii. Be attentive to traffic and weather conditions while staying on schedule and ensuring the safety of passengers;
- iii. Ensures that the speedometer, milometer and other gauges are functional, and report any faults or breakdown to the officer in-charge at the Government Printing Press;
- iv. Addresses and/or reports faults as applicable (including, but not limited to, correct tyre pressure, oil and water levels, battery power and greasing);
- v. Keeps the journey logbook up to date by registering all trips;
- vi. Maintains a safe environment within the vehicle by enforcing rules of conduct and responding to emergencies;
- vii. Delivers correspondence, store items and other material and also assists in the packing, loading and unloading of pallets between sections, and supplying the Press' sections with stores material as and when necessary;
- viii. Takes all the necessary appropriate action regarding collisions, dents and any other damages and ensures that the vehicles of the Government Printing Press are only used within office hours, unless authorised otherwise;
- ix. Complies with established health and safety rules, regulations and procedures;
- x. Any other tasks related to the delivery of various materials to the required departments which includes the 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 Director General (Government Printing Press);
- xii. In the interest of flexibility, the selected candidate may also be required to assist in work normally performed by other employees in the same salary scale, both during normal and after office hours;

- xiii. The selected candidate may be required to perform overtime which may, in exceptional circumstances, include work at night, on public holidays and on Sundays, paid at the approved rates; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.