

# Anness A

Ministeru	Ministeru għal Għawdex u l-Ippjanar
L-impjieg	Veterinary Technical Officer (Diploma)



**GVERN TA' MALTA**  
MINISTERU GĦAL GĦAWDEX  
U L-IPPJANAR

Pjazza San Franġisk, ir-Rabat, Għawdex

## Dmirijiet u responsabbiltajiet

- i. Iwettaq jew jassisti uffiċjali oħra biex iwettqu kontrolli uffiċjali fuq animali u ikel/għalf li joriġina mill-animali f'konformità mal-leġiżlazzjoni u l-istandards lokali, tal-UE u internazzjonali;
- ii. Iwettaq xogħol ta' preparazzjoni fuq kampjuni għall-analiżi fil-Laboratorju Veterinarju Nazzjonali;
- iii. Iwettaq spezzjonijiet u verifiki fis-setturi u l-istabbilimenti rilevanti għal finijiet ta' verifika jew biex jevalwa l-konformità u jhejji rapporti, iżomm evidenza dokumentata dovuta tal-kundizzjonijiet tas-saħħa u l-benessri tal-animali waqt l-ispezzjonijiet u jibgħat rakkomandazzjonijiet kif meħtieġ;
- iv. Iwettaq spezzjonijiet u attivitajiet ta' infurzar u jipparteċipa b'mod attiv f'assistenza ta' emerġenza;
- v. Janalizza l-leġiżlazzjoni proposta u attwali dwar is-saħħa u l-benessri tal-animali, jipprepara rapporti fil-qosor u rakkomandazzjonijiet għal leġiżlazzjoni ġdida u jzomm indiċi aġġornat ta' regolamenti, linji gwida u rapporti xierqa;
- vi. Jgħin fit-tfassil u l-implimentazzjoni ta' programm għas-sigurtà tal-ħaddiema u l-bini, inkluż l-akkwist tat-tagħmir u t-taħriġ meħtieġ kollu, jissuggerixxi miżuri ta' sigurtà u jiżgura li jittiehdu l-prekawzjonijiet essenzjali kollha;
- vii. Jiżviluppa, jimplementa u jimmonitorja programmi u proġetti ta' riċerka filwaqt li jiżgura li jiġu implimentati skont standards stabbiliti;
- viii. Iwettaq identifikazzjoni tal-animali, kontrolli ta' identifikazzjoni, jirrapporta nuqqasijiet ta' konformità fuq speċi varji u jpoġġihom fid-database nazzjonali;
- ix. Jiġbor id-dejta u l-informazzjoni u jiġborha għal reviżjoni minn uffiċjali oġhla fil-preparazzjoni ta' diversi rapporti tekniċi, rapporti ta' kull xahar u noti ta' struzzjoni;
- x. Jipparteċipa fl-organizzazzjoni ta' fora/seminars ta' informazzjoni dwar proġetti assenjati u jattendi sessjonijiet ta' taħriġ, konferenzi u seminars ta' informazzjoni kemm lokalment kif ukoll barra minn Malta;
- xi. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



St. Francis Square, ir-Rabat, Ghawdex

<b>Ministry</b>	Ministry for Gozo and Planning
<b>Job title</b>	Veterinary Technical Officer (Diploma)

## Duties and responsibilities

- i. Carries out or assists other officers in carrying out official controls on animals and food/ feed of animal origin in line with local, EU and international legislation and standards;
- ii. Carries out preparation on samples for analysis performed at the National Veterinary Laboratory;
- iii. Carries out inspections and audits in relevant sectors and establishments for auditing purposes or to assess compliance and prepares reports, maintains due documentary evidence of animal health and welfare conditions during inspections and forwards recommendations as required;
- iv. Carries out inspections and enforcement activities and actively participate in emergency assistance;
- v. Analyses proposed and current legislation on animal health and welfare, prepares summary reports and recommendations for new legislation and maintains an up-to-date index of appropriate regulations, guidelines and reports;
- vi. Assists in the drawing up and implementation of a programme for the safety of workers and premises, including procuring all necessary equipment and training, suggests safety measures and ensures that all essential precautions are taken;
- vii. Develops, implements and monitors research programmes and projects whilst ensuring that they are implemented in accordance with set standards;
- viii. Carries out animal identification, identification checks, reports non-compliances on various species and puts them on the national database;
- ix. Collects data and information and compiles it for review by higher officials in the preparation of various technical reports, monthly reports and instruction notes;
- x. Participates in the organisation of informational fora/seminars on assigned projects and attends training sessions, conferences and information seminars both locally or abroad;
- xi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xii. Undertakes any other tasks, which the superior may delegate to them, as may be required; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.