Anness A

Ministeru	Ministeru għal Għawdex u l-Ippjanar
L-impjieg	Senior Veterinary Technical Officer

GVERN TA' MALTA
MINISTERU GĦAL GĦAWDEX
U L-IPPJANAR

Pjazza San Franġisk, ir-Rabat, Għawdex

Dmirijiet u responsabbiltajie

i. Jassisti lill-veterinarji fl-identifikazzjoni u l-ispezzjoni tal-laħam, il-ġewwieni tal-karkassi u organi interni oħra tal-annimali;
ii. Jispezzjona u jiċċekkja l-identifikazzjoni tal-annimali, inkluż l-annimali kollha li jiġu mportati minn pajjiżi barranin;
iii. Joħroġ u jżomm rekords tal-karkassi u l-laħam li jinżammu ġo faċilità ta' cold stores;
iv. Jissorvelja t-tmexxija bla xkiel u l-iġjene tal-biċċeriji u kif ukoll jassigura, u, fejn meħtieġ, japplika l-proċedura korretta fit-teħid tal-kampjuni;
v. Imexxi, iġorr u / jew iżomm annimali waqt testijiet u trattament u jżomm rekords tat-testijiet fid-databases relevanti u jipparteċipa fi spezzjonijiet ta' qabel u wara l-qatla tal-bhejjem;
vi. Jirrapporta lid-Direttur fuq kull tibdil jew żieda li jkunu meħtieġa biex jassiguraw kundizzjonijiet iġeniċi, saħħa, biosigurtà u sigurtà;
vii. Jattendi korsijiet ta' taħriġ skont id-direzzjoni tad-Direttorat u jagħmel sezzjonijiet ta' taħriġ lill-uffiċjali l-oħra;
viii. Jikkordina, jagħmel monitoraġġ, jissorvelja u jieħu azzjoni, kif u meta meħtieġ, fit-taqsimiet kollha relatati mas-sevizzi veterinarji u t-trattament xieraq tal-annimali;
ix. Jikkordina u jagħmel superviżjoni fuq il-qasam ta' responsabilita` delegat lilha, inkluża superviżjoni tal-istaff li jaqa' taħt ir-responsabilità tagħha u jiddelega x-xogħol lill-Assistant Veterinary Technical Officers/Veterinary Technical Officers sabiex jintlaħqu l-miri meħtieġa bl-aktar mod effettiv u effiċjenti;
x. Jipprovdi pariri tekniċi lill-persuni interessati li jkunu impjegati fid-diversi setturi relevanti;
xi. Iżomm ġurnal (ta' kuljum) dwar ix-xogħol imwettaq mill-Assistant Veterinary Technical Officers/Veterinary Technical Officers li jaqgħu taħt is-superviżjoni tiegħu u jiġbor id-data u jikkompila jew jgħin fit-tħejjija ta' rapporti annwali tad-Dipartiment u rapporti tal-Kummissjoni;
xii. Jipparteċipa fl-ispezzjonijiet u l-awditjar fis-setturi u l-istabbilimenti relevanti u jikteb rapporti fuqhom kif mitlub mill-Kap tal-Taqsima/Direttorat;
xiii. Iwettaq il-proċeduri amministrattivi neċessarji biex jixtri affarijiet relatati max-xogħol tiegħu, jieħu ħsieb kwistjonijiet ta' riżorsi umani li jikkonċernaw it-taqsima tiegħu, u jorganizza t-trasport u jieħu ħsieb funzjonijiet oħra ta' appoġġ relatati mat-taqsima tiegħu;
xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u
xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Gozo and Planning
Job title	Senior Veterinary Technical Officer

GOVERNMENT OF MALTA
MINISTRY FOR GOZO
AND PLANNING

St. Francis Square, ir-Rabat, Għawdex

Duties and responsibilities

i. Assists veterinarians in the identification and inspection of meat, meat offal and other internal organs of animals;
ii. Inspects and checks identification of animals, including all animals imported from other countries;
iii. Issues and keeps records of carcasses and meat held in cold storage facilities;
iv. Oversees the smooth running of slaughterhouses and hygiene, as well as ensures and carries out, when necessary, the correct procedure of all sampling;
v. Leads, carries and / or holds animals during testing and treatment while keeps records of tests and other proceedings on relevant database/s and participates in the ante and post mortem inspection processes;
vi. Reports to the Director on all modifications and additions required to ensure hygienic conditions, health, biosecurity and safety;
vii. Attends training courses as instructed by the Directorate but also conducts training of other personnel;
viii. Coordinates, monitors, supervises and carries out actions, as and when necessary, in all sections related to veterinary services and animal welfare;
ix. Coordinates and supervises the delegated area of responsibility, including supervises staff under one's direct responsibility and delegates work to Assistant Veterinary Support Officers/Veterinary Support to fulfil all required outcomes in the most effective and efficient manner;
x. Provides technical advice to stakeholders employed in the various relevant sectors;
xi. Maintains daily logs of work carried out by him and the Assistant Veterinary Support Officers/Veterinary Support Officers under his supervision and collects data and compiles or assists in the preparation of Departmental annual reports and Commission reports;
xii. Participates in inspections and audits in all relevant sectors and establishments and writes reports as prescribed by Head of Unit/Directorate on such events;
xiii. Carries out all the necessary administrative procedures to procure items relating to one's work, to manage human resource issues pertaining to his unit, to organise transport and to attend to other support functions of his/her unit;
xiv. Undertakes any other tasks, which the superior may delegate to them, as may be required; and
xv. Any other duties as directed by the Principal Permanent Secretary.