Anness A

Ministeru	Ministeru għas-Saħħa u Anzjanità Attiva
L-impjieg	Graduate Engineer (Electrical)/ Junior Engineer (Electrical)/ Engineer (Electrical)

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

Dmirijiet u responsabbiltajiet

i. Jinterpreta disinji arkitettoniċi/ta' enġinerija u jiproġetta sommarji tad-disinn tal-proġett, u jipprovdi pariri professjonali/tekniċi kif meħtieġ;

ii. Jipprepara speċifikazzjonijiet dettaljati u dokumentazzjoni oħra għall-pubblikazzjoni ta' sejħiet għal provvista ta' fornimenti u/jew xogħlijiet skont ir-regolamenti rilevanti;

iii. Jevalwa kwotazzjonijiet u/jew proposti ta' xogħlijiet u jagħmel rakkomandazzjonijiet professjonali dwar l-approvazzjoni tagħhom jew mod ieħor;

iv. Jikkompila rapporti tekniċi, kontijiet tal-kwantitajiet/materjali, stimi tal-ispejjeż, programmi taxxogħol u skedi ta' manutenzjoni, u jfassal tpinġijiet elettriċi f'format elettroniku bl-użu tas-softwer xieraq;

v. Jfassal rapporti ta' manutenzjoni u spezzjoni;

vi. Jagħmel żjarat fuq il-post, fosthom biex jimmonitorja l-progress, isolvi kwistjonijiet, u jivverifika u jiċċertifika xogħlijiet/servizzi ;

vii. Jikkuntattja lill-partijiet interessati u jiggwida, jissorvelja u jikkollabora mal-persunal tekniku, kuntratturi u konsulenti biex jiżgura implimentazzjoni xierqa u f'waqtha;

viii. Jiddisinja u jimplimenta inizjattivi effiċjenti fl-enerġija rinnovabbli b'analiżi xierqa tal-ispejjeż u l-benefiċċji;

ix. Ifassal rapporti ta' inġinerija fuq is-sigurtà f'każ ta'nar, dawl u ħsejjes kif mitlub mid-Diviżjoni;

x. Iżomm ruħu aġġornat mal-aħħar teknoloġija fis-suq u mal-aħħar Standards, Policies u Regolamenti;

xi. Jappoġġja lill-Kap tad-Dipartiment fit-tmexxija, fit-taħriġ u fl-għajnuna ta' membri oħra tat-tim u jżomm reġistru, għodda u librerija/arkivji ta' referenza teknika kif meħtieġ u jipparteċipa f'kumitati mwaqqfa mid-Diviżjoni għal kompiti speċifiċi;

xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u

xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Health and Active Ageing
Job title	Graduate Engineer (Electrical)/ Junior Engineer (Electrical)/ Engineer (Electrical)

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

Duties and responsibilities

i. Interprets architectural/engineering drawings and project design briefs, and provides Professional/Technical advice as necessary;

ii. Prepares detailed specifications and other documentation for publication of calls for procurement of supplies and/or works in line with relevant regulations;

iii. Assesses quotations and/or works proposals and makes professional recommendations on their approval or otherwise;

iv. Compiles technical reports, bills of quantities/materials, cost estimates, work programmes and maintenance schedules, and drafts electrical drawings in electronic format using appropriate software;

v. Draws up maintenance and inspection reports;

vi. Performs site visits, inter alia to monitor progress, resolve issues, and to verify and certify works/services;

vii. Liases with stakeholders and guides, supervises and liaises with tehnical staff, contractors and consultants to ensure proper and timely implementation;

viii. Designs and implements renewable energy efficient initiatives with appropriate cost-benefit analysis;

ix. Prepares engineering reports on safety in case of fire, lighting, and sounds as requested by the Division

x. Keeps up to date with the latest technology available on the market and the latest standards's Policy and regulations;

xi. Supports the Head of Department in managing, training and assisting other team members and maintains records, tools and technical reference library/archives as necessary and participates in committees set up by the Divsion for speċifiċ tasks;

xii. Undertakes any other tasks which the superior may delegate to him/her, as may be required; and

xiii. Any other duties as directed by the Principal Permanent Secretary.