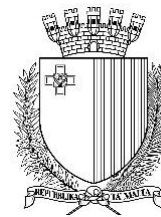


Ministeru	<i>Ministeru għall-Gvern Lokali u Xogħlijiet Pubbliċi</i>
L-impjeg	<i>Manager I</i>

Anness A



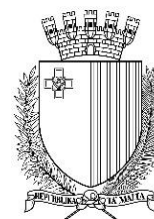
MINISTERU GĦALL-GVERN LOKALI U X-XOGĦLIJET PUBBLIĊI
DIVIŻJONI GĦAT-TINDIF U MANUTENZJONI, 87, TRIQ ĦAL-TARXIEN, ĦAL-LUQA

Dmirijiet u responsabbiltajiet

- i. Jipprovdi sapport u assistenza lid-Diviżjoni għat-Tindif u Manutenzjoni dwar il-kwistjonijiet, il-funzjonijiet u l-inizjattivi kollha li huma relatati mal-pożizzjoni;
- ii. Jagħti sapport amministrattiv lill-middle management u lis-senior management, skont il-htieġa, fit-tmexxija ta' kuljum tal-amministrazzjoni ġenerali;
- iii. Jikkomunika u jikkoordina mal-Kapijiet tas-Sezzjonijiet li għalihom ikun responsabbli sabiex jiżgura li l-funzjonijiet amministrattivi tad-Diviżjoni jiġu implimentati b'mod effettiv u korrett, filwaqt li jiżgura l-fluss kontinwu tal-informazzjoni permezz tal-kanali rilevanti;
- iv. Jistabbilixxi, jimmonitorja u jsegwi indikaturi ewlenin tal-prestazzjoni relatati mar-riżultati u l-miri tas-sezzjonijiet fi ħdan id-Diviżjoni;
- v. Jipparteċipa fil-laqgħat, iżomm il-minuti fejn meħtieġ, jipprepara rapporti preċiżi u dettaljati, u jżomm rekords aġġornati tal-prestazzjonijiet u r-riżultati miksuba.
- vi. Jissorvelja u jikkontribwixxi għal-manutenzjoni ta' rekords, notification forms u databases aġġornati sabiex jiġi żgurat l-irkupru effiċjenti u fil-pront tal-informazzjoni.
- vii. Ikun responsabbli minn proġetti godda fi ħdan id Diviżjoni fejn il-hidma prinċipali tkun it-tqassim ta' haddiema skont il-htigijiet operattivi tas-servizz;
- viii. Jizgura li l-għadd ta' haddiema allokat jibqa dejjem konformi mal-ftehim stabbilit fil-Memorandum of Understanding (MOU) u jikkoordina l-operazzjonijiet tat-tindif relatati ma' attivitajiet organizzati fil-lokalitajiet.
- ix. Jieħu ħsieb li l-ilmenti riċevuti jiġu indirizzati u solvuti b'mod effiċjenti u fil-pront.
- x. Ifassal u jipproċessa tenders skont l-esiġenzi tax-xogħol;
- xi. Iwettaq kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Ministry	<i>Ministry for Local Government and Public Works</i>
Job title	<i>Manager I</i>

Annex A



MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS
CLEANSING AND MAINTENANCE DIVISION, 87, TARXIEN ROAD, LUQA

Duties and responsibilities

- i. Provides support and assistance to the Cleansing and Maintenance Division on all matters, functions and initiatives related to the position;
- ii. Provides administrative support to the middle and senior management, as required, in the day-to-day management of general administration;
- iii. Communicates and coordinates with the Heads of Sections under his/her responsibility to ensure that the Division's administrative functions are implemented effectively and correctly, while maintaining a continuous flow of information across the necessary channels;
- iv. Establishes, monitors, and follows up on key performance indicators related to the objectives and targets of the various sections within the Division;
- v. Participates in meetings, records minutes when required, prepares accurate and detailed reports, and maintains updated records of achievements and performance outcomes;
- vi. Oversees and contributes to the maintenance of up-to-date records, notification forms, and databases to ensure the efficient and timely retrieval of information.
- vii. Takes responsibility for new projects within the Division, with a primary focus on the allocation of employees according to operational requirements;
- viii. Ensures that staffing levels remain in line with the provisions established in the Memorandum of Understanding (MOU), and coordinates cleaning operations related to activities organised within localities;
- ix. Ensures that complaints received are addressed and resolved efficiently and in a timely manner;
- x. Drafts and processes tenders in accordance with operational and organisational requirements.
- xi. Undertakes any other other tasks, which the superior may delegate to him/her, as may be required;
- xii. Any other duties as directed by the Principal Permanent Secretary.