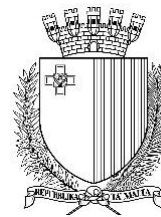


Ministeru	<i>Ministeru għall-Gvern Lokali u Xogħlijiet Pubbliċi</i>
L-impjeg	<i>Assistant Manager</i>

Anness A



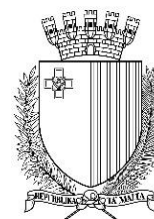
MINISTERU GĦALL-GVERN LOKALI U X-XOGĦLIJET PUBBLIĊI
DIVIŻJONI GĦAT-TINDIF U MANUTENZJONI, 87, TRIQ ĦAL-TARXIEN, ĦAL-LUQA

Dmirijiet u responsabbiltajiet

- i. Jassisti lid-Diviżjoni għat-Tindif u Manutenzjoni dwar il-kwistjonijiet, il-funzjonijiet u l-inizjattivi kollha li huma relatati mal-pożizzjoni;
- ii. Jipprovdi support amministrattiv lill-middle management u lis-senior management, skont il-htieġa, fit-tmexxija ta' kuljum tal-amministrazzjoni ġenerali;
- iii. Isegwi indikaturi ewlenin tal-prestazzjoni relatati mar-riżultati u l-miri tas-sezzjonijiet fi ħdan id-Diviżjoni;
- iv. Jassisti fil-laqgħat, iżomm il-minuti fejn meħtieġ, jipprepara rapporti preċiżi u dettaljati, u jzomm rekords aġġornati tal-prestazzjonijiet u r-riżultati miksuba;
- v. Jassisti fil-manutenzjoni ta' rekords, notification forms u databases aġġornati sabiex jiġi żgurat l-irkupru effiċjenti u fil-pront tal-informazzjoni;
- vi. Jagħti support fi proġetti ġodda fi ħdan id-Diviżjoni fejn il-ħidma prinċipali tkun it-tqassim ta' haddiema skont il-htigijiet operattivi tas-servizz;
- vii. Isegwi u jiżgura li l-ilmenti riċevuti jiġu indirizzati u riżolti b'mod effiċjenti u fil-pront;
- viii. Jassisti fl-ipproċessar ta' tenders skont l-esiġenzi tax-xogħol;
- ix. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- x. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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

Annex A



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

Duties and responsibilities

- i. Assists 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. Follows up on key performance indicators (KPIs) related to the objectives and targets of the various sections within the Division;
- iv. Assists in meetings, records minutes when required, prepares accurate and detailed reports, and maintains updated records of achievements and performance outcomes;
- v. Assists in the maintenance of up-to-date records, notification forms, and databases to ensure the efficient and timely retrieval of information.
- vi. Supports the Division for new projects within the Division, with a primary focus on the allocation of employees according to operational requirements;
- vii. Follows up on the complaints received are addressed and resolved efficiently and in a timely manner;
- viii. Assists in the processing of tenders according to operational requirements.
- ix. Undertakes any other other tasks, which the superior may delegate to him/her, as may be required;
- x. Any other duties as directed by the Principal Permanent Secretary.