Anness A

Ministeru	Ministeru għall-Agrikoltura, is-Sajd u l-Provvista tal-Ikel
L-impjieg	Post ta' Veterinary Officer

UFFICCJU TAS-SEGRETARU PERMANENTI

PINTO BUSINESS CENTRE, TRIQ IL-MITHNA, QORMI

Dmirijiet u responsabbiltajiet

i. Iżomm mar-responsabbilitajiet li jingħataw lilu mill-kapijiet tiegħu, u jwettaq dmirijiet bl-akbar kompetenza;
ii. Iwettaq ix-xogħol assenjat lilu sakemm dawn ma jiksrux l-etika tal-professjoni Veterinarja u jkun responsabbli wkoll għas-saħħa u s-sigurtà fuq il-post tax-xogħol tal-impjegati li jassisstuh;
iii. Jingħata l-possibiltà mill-kapijiet tiegħu ta' inkarigi barra mill-funzjonijiet ta' rutina u barra mill-ambitu tal-istess Dipartiment, f'każ ta' nuqqas ta' impjegati;
iv. F'każijiet ta' emerġenza, jista' jiġi assenjat inkarigi li għalihom jingħata direzzjoni mingħand uffiċjali oħrajn, sakemm dawn ix-xogħolijiet ma jiksrux il-kodiċi ta' etika skont kif imfassla mill-Kunsill tal-Kirurġi Veterinarji, u sakemm il-kap dirett ta' fuqu jiġi infurmat bil-miktub dwar iċ-ċaqliq temporanju tal-post;
v. Jingħata r-responsabbilitajiet mill-kap tiegħu u li għandhom jinżammu biss fil-qafas tal-funzjoni mogħtija lilu fuq livell dipartimentali;
vi. Jinforza l-leġislazzjoni kollha, kemm Maltija u kif ukoll Ewropea, u standards internazzjonali fis-settur fejn ikun assenjat;
vii. Jiġbor l-evidenza u jippreżentaha fil-Qorti kif, fejn u jekk meħtieġ;
viii. Jiżgura li r-Regolamenti tas-Saħħa u Sigurtà fuq il-post tax-xogħol ikunu nfurzati b'mod rigoruż;
ix. Jattendi korsijiet/taħriġ kif mitlub mid-Dipartiment;
x. ; Iwettaq xogħol marbut ma liċenzjar u spezzjoni ta' stabbilimenti veterinarji.
xi. Iwettaq spezzjonijiet fuq rziezet, spiżeriji veterinarji u stabbilimenti oħra, fejn u jekk meħtieġ.
xii. Iwettaq xogħol marbut mas-servizzi ta' emerġenza veterinarja..
xiii. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
xiv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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Annex A

Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Post of Veterinary Officer

OFFICE OF THE PERMANENT SECRETRARY
PINTO BUSINESS CENTRE, MILL STREET, QORMI

Duties and responsibilities

i. Assumes responsibilities as delegated to him/her by his/her Senior and carry out tasks with the greatest competence;
ii. Performs tasks assigned to him/her as long as they do not breach the ethics of the Veterinary Profession and be responsible for the occupational health and safety of his/her support staff;
iii. Carries out tasks assigned by his/her superior, tasks which are out of the routine functions and out of the remit of the same department in case of shortage of staff;
iv. Carries out assigned tasks, in case of emergency situations, where s/he would be directed by other officers to carry them out, as long as these activities do not breach the code of ethics produced by the Veterinary Surgeons' Council and that his/her direct superior is informed in writing on his/her temporary new post;
v. Assumes responsibilities conferred to the Veterinary Officer by his/her superior, which shall lie solely within the functions assigned to him/her at a departmental level;
vi. Enforces all Maltese and European legislations and international standards in the sector to which s/he is assigned;
vii. Collects evidence and present it in court as, when and if necessary;
viii. Ensures that the relative Health and Safety Regulations are scrupulously adhered to;
ix. Attends training courses as directed by the Department;
x. ; Undertakes tasks in relation to licencing and inspections of veterinary establishments.
xi. Performs inspections on farms, veterinary pharmacies and other establishments, when and if necessary.
xii. Undertakes tasks related to veterinary emergency services.
xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
xiv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
xv. Performs any other duties as directed by the Principal Permanent Secretary.