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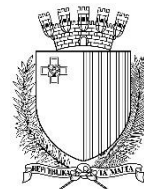
Ministeru	Ministeru għall-Agricoltura, is-Sajd u l-Provvista tal-Ikel
L-impjeg	Post ta' Agricultural Officer (Degree)/Agricultural Officer (Diploma)

UFFIĊĊJU TAS-SEGRETARJU PERMANENTI
PINTO BUSINESS CENTRE, TRIQ IL-MITHNA, QORMI

Dmirijiet u responsabbiltajiet

- Jipprovdi pariri tekniċi lid-Direttur tiegħu u/jew lill-kommunita' tal-bdiewa;
- Jiżviluppa, jimplimenta u jagħmel monitoraġġ fuq programmi ta' riċerka u proġetti filwaqt li jassigura li dawn jiġu implimentati skont l-istabbilti;
- Jigbor tagħrif u informazzjoni u jikkompilhom għar-reviżjoni minn uffiċjali oġġla sabiex jithejjew rapporti tekniċi varji, rapporti ta' kull xahar u noti ta' istruzzjoni;
- Janalizza liġijiet kurrenti u oħrajn proposti fil-qasam tal-biedja u l-affarijiet rurali, jipprepara rapporti qosra u rakkomandazzjonijiet għal liġijiet ġodda u jżomm indiċi aġġornati ta' regolamenti, linji-gwida u rapporti;
- Ifassal manwal ta' proċeduri sabiex jithaddmu skemi ta' għajnuna bbażati fuq ir-Regolamenti tal-UE; jagħti pariri u jsegwi każijiet relatati mal-UE u s-settur tal-Agricoltura, u jassisti l-bdiewa sabiex japplikaw għall-għajnuna u jdaħħal l-informazzjoni meħtieġa f'sistema kompjuterizzata;
- Iwettaq spezzjonijiet u spot checks relatati mal-qasam ta' speċjalizzazzjoni partikolari assenjat u jhejji r-rapporti u jressaq rakkomandazzjonijiet kif meħtieġ;
- Jiltaqa' u jikkonsulta ma' persuni interessati u entitajiet b'interess fil-biedja u l-iżvilupp rurali, kif ukoll bdiewa sabiex jiddetermina l-bżonn ta' proġetti/programmi, jikkoordina l-iżvilupp ta' pjani, u jindirizza u jhaffef problemi ezistenti jew oħrajn li jistgħu jinqalgu;
- Jassisti lil Principal Agricultural Officer u/jew lis-Senior Agricultural Officer fit-tfassil u l-implimentazzjoni ta' programm għas-sigurtà tal-haddiema u tal-post tax-xogħol, li jinkludi l-akkwist tat-tagħmir u t-taħriġ meħtieġ, jissuġerixxi miżuri ta' sigurtà, filwaqt li jiżgura li jittiehdu l-prekawżjonijiet essenzjali;
- Jipparteċipa fl-organizzazzjoni ta' fora informativi/seminars fuq proġetti assenjati u jattendi għal sessjonijiet ta' taħriġ, konferenzi u seminars ta' informazzjoni kemm lokalment jew kif ukoll barra;
- Jippartiċipa fl-amministrazzjoni u l-infurzar tal-provvedimenti li jgħorġu mil-legislazzjoni rilevanti u minn standards jew linji gwida internazzjonali;
- Jiprovdi input regolari fil-programmi komunikattivi tal-Ministeru, inkluż bil-kitba ta' artikli għan-newsletters u f'taħdidiet fuq programmi tar-radju u it-televiżjoni;
- Imexxi l-haddiema li jaħdmu mas-Sezzjoni/Taqsimi tiegħu billi jsegwi mil-qrib l-iżviluppi rilevanti tax-xogħol;
- Kwalunkwe komputu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Post of Agricultural Officer (Degree)/Agricultural Officer (Diploma)

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

Duties and responsibilities

- i. Provides technical advice to his/her Director and/or the farming community;
- ii. Develops, implements and monitors research programmes and projects whilst ensuring that they are implemented in accordance with set standards;
- iii. Collects data and information and compiles it for review by higher officials in the preparation of various technical reports, monthly reports and instruction notes;
- iv. Analyses proposed and current legislation on agricultural and rural affairs matters, prepares summary reports and recommendations for new legislation and maintains an up-to-date index of appropriate regulations, guidelines and reports;
- v. Drafts manual of procedures for the operation of aid schemes based on EU Regulations; gives advice and follows up on issues related to EU and agricultural sectors and assists farmers in submitting an aid application and inputs information into IT system;
- vi. Carries out inspections and spot checks, related to the particular area of specialisation assigned and prepares reports and forwards recommendations as required;
- vii. Meets and consults with stakeholders, entities with an interest in agriculture and rural development, and farmers to determine need for projects/programmes, to coordinate development of plans and to address and alleviate existing or potential problems;
- viii. Assists the Principal Agricultural Officer and/or the Senior Agricultural Officer in the drawing up and implementation of a programme for the safety of workers and premises, including procuring all necessary equipment and training, suggests safety measures and ensures that all essential precautions are taken;
- ix. Participates in the organisation of informational fora/seminars on assigned projects and attends training sessions, conferences and information seminars both locally or abroad;
- x. Participates in the administration and enforcement of provisions within related legislation and international standards or guidelines;
- xi. Provides regular input to the Ministry's communication programme, including articles for newsletters and talks on radio and television programmes;
- xii. Manages any subordinate staff working within his/her Section/Unit by following relevant work developments closely;
- 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. Any other duties as directed by the Principal Permanent Secretary.