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Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjeg	Operative IV (Heavy Plant Driver)

OFFICE OF THE DEPUTY PRIME MINISTER AND MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u Responsabbiltajiet

Dmirijiet relatati mal-Unità Mobbli għall-Għoti tad-Demm (Mobile Blood Donation Unit – MBDU)

- Is-sewqan u t-thaddim tal-MBDU skont il-kategorija xierqa tal-liċenzja tas-sewqan (CE) meħtieġa għal tali vettura.
- Jiżgura li l-vettura tal-MBDU tinżamm nadifa, ordinata u preżentabbli f'kull hin.
- Jikkordina maċ-Charge Nurse u/jew mat-tim organizzattiv tal-MBDU rigward skedi, postijiet u htigijiet operattivi.
- Jassisti fl-ippjanar tas-sessjonijiet tal-MBDU billi jidentifika postijiet adattati għall-ipparkjar sigur tal-MBDU u jwajhal il-permessi tal-ipparkjar meħtieġa.
- Jassisti waqt is-sessjonijiet tal-MBDU kif meħtieġ.
- Jahdem skont ir-roster/xift tal-BBO u jahdem sahra meta jkun meħtieġ, skont il-htigijiet tas-servizz.

Dmirijiet Ġenerali tat-Trasport u Operattivi

Meta ma tkunx skedata sessjoni tal-MBDU, l-impjegat għandu jwettaq dmirijiet li jinkludu:

- Is-sewqan, il-manutenzjoni u t-thaddim ta' vetturi uffiċjali, li jistgħu jkunu vetturi elettriċi jew konvenzjonali, kemm b'gearbox awtomatika kif ukoll manwali. Jaġġorna l-logbooks tal-vjaġġi b'mod preċiż u regolari.
- Jiżgura li l-vetturi kollha assenjati jinżammu nodfa minn ġewwa u minn barra b'mod regolari.
- It-tagħbija u l-hatt ta' kaxxi għat-trasport tad-demm, tagħmir mediku, provvisti u kwalunkwe oġġett ieħor meħtieġ għall-ġbir tad-demm u servizzi relatati.
- Il-ġbir, it-trasport u l-kunsinna ta' kampjuni u prodotti tad-demm u dokumenti lejn diversi postijiet indikati b'mod sigur u effiċjenti.
- Jibqa' attent għall-kundizzjonijiet tat-triq, tat-traffiku u tat-temp filwaqt li jiżgura l-puntwalità u s-sigurtà tal-passiġġieri, tal-persunal u tal-oġġetti trasportati.
- Jiżgura li l-ispeedometer, l-odometer u l-indikaturi, gauges u sistemi kollha tal-vettura jkunu qed jiffunzjonaw kif suppost, osservanza tal-iskedi tal-prenotazzjonijiet tat-trasport u tal-istruzzjonijiet operattivi u jirrapporta kwalunkwe difett jew hsara immedjatament lill-Uffiċjal Responsabbli.
- Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-htieġa; u
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

People Management Division

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Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Operative IV (Heavy Plant Driver)



OFFICE OF THE DEPUTY PRIME MINISTER AND MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and Responsibilities

Mobile Blood Donation Unit (MBDU) Duties

- i. Driving and operating the Mobile Blood Donation Unit (MBDU) in accordance with the appropriate driving licence category (CE) required for such vehicle.
- ii. Ensuring that the MBDU vehicle is kept clean, tidy, and presentable internally and externally at all times.
- iii. Liaising with the Charge Nurse and/or the MBDU organising team regarding schedules, locations, and operational requirements.
- iv. Assist in MBDU session planning by identifying suitable locations for safe MBDU parking and affixing parking permits.
- v. Assisting during MBDU sessions as required.
- vi. Working on BBO roster/shift and working overtime when necessary, according to service exigencies.

General Transport and Operational Duties

When no MBDU session is scheduled, the employee shall perform duties including:

- i. Driving, maintaining, and operating official vehicles, which may include electric or conventional vehicles, either automatic or manual transmission. Updating journey logbooks accurately and regularly.
- ii. Ensuring that all assigned vehicles are kept clean internally and externally on a regular basis.
- iii. Loading and unloading blood transport boxes, medical equipment, supplies, and any other items required for blood collection and related services.
- iv. Collecting, transporting, and delivering blood samples, blood products and documents to various designated locations safely and efficiently.
- v. Remaining attentive to road, traffic, and weather conditions while ensuring punctuality and the safety of passengers, staff, and transported items.
- vi. Ensuring that the speedometer, odometer, and all vehicle gauges and systems are functioning properly, maintaining a safe environment within and around the vehicle by enforcing appropriate conduct, and reporting any faults or breakdowns immediately to the Officer in Charge.
- vii. Undertake any other tasks, which the superior may delegate to them, as may be required; and
- viii. Any other duties as directed by the Principal Permanent Secretary.