

Anness A



Ministeru	Uffiċċju tal-Prim Ministru
L-Impjieg	Stampatur (Finishing)

OFFICE OF THE PRIME MINISTER
BERĠA TA' KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jagħmel xogħol li jinkludi qtugħ, tiwi, ħjata, laminazzjoni u qtugħ bil-forom fuq it-tagħmir kollu eżistenti tal-finishing jew kull tagħmir ieħor li jista' jiġi installat fil-futur;
- ii. Isegwi b'attenzjoni l-ordnijiet tal-produzzjoni u l-Job Tickets sabiex jintlahqu l-iskadenzi u r-rekwiżiti tal-klijenti;
- iii. Jiżgura li l-ippakkjar u t-tikkettar tax-xogħlijiet kompluti jsiru kif suppost qabel jintbghatu biex jitqassmu;
- iv. Jiżgura li t-tagħmir kollu tal-Postpress (Finishing) jinżamm u jithaddem b'mod sigur;
- v. Jassisti lill-Istampatur Anzjan fil-manutenzjoni ta' kuljum biex il-magni u t-tagħmir jinżammu fl-aħjar kundizzjoni tax-xogħol possibbli;
- vi. Jassisti lill-Istampatur Anzjan fil-programm ta' manutenzjoni preventiva meta meħtieġ;
- vii. Jattendi taħriġ kontinwu kif u meta meħtieġ;
- viii. Jaderixxi mar-regolamenti kollha dwar is-Saħħa u s-Sigurtà;
- ix. Jaderixxi mar-Regolamenti Ġenerali dwar il-Protezzjoni tad-Data u jżomm il-livelli meħtieġa ta' kunfidenzjalità; u
- x. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Office of the Prime Minister
Job Title	Printer (Finishing)

OFFICE OF THE PRIME MINISTER
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Duties and responsibilities

- i. Performs duties including cutting, folding, stitching, laminating, and die-cutting on all existing finishing equipment, or any other equipment that may be installed in the future;
- ii. Follows production orders and Job Tickets carefully to meet deadlines and client requirements;
- iii. Ensures proper packaging and labelling of completed jobs before being referred for delivery;
- iv. Ensures that all Postpress (Finishing) equipment is maintained and operated safely;
- v. Assists the Senior Printer in the day-to-day maintenance to keep machines and equipment in the best possible working condition;
- vi. Assists the Senior Printer in the preventive maintenance program when necessary;
- vii. Attends continuous training as and when deemed necessary;
- viii. Adheres to all Health and Safety regulations;
- ix. Adheres to General Data Protection Regulations and maintains the required levels of confidentiality; and
- x. Any other duties as directed by the Principal Permanent Secretary.