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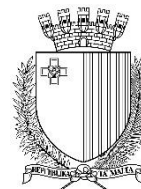
Ministeru	Ministeru għall-Agrikoltura, is-Sajd u l-Provvista tal-Ikel
L-impjeg	Post ta' Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical)

UFFIĊĊJU TAS-SEGRETARJU PERMANENTI
PINTO BUSINESS CENTRE, MILL STREET, QORMI

Dmirijiet u responsabbiltajiet

- Jinterpreta disinni arkitettoniċi/ta' enġinerija u jiprogetta sommarji tal-proġett u jipprovdi pariri professjonali/tekniki kif meħtieġ;
- Jealwa kwotazzjonijiet u/jew proposti ta' xogħlijiet u jagħmel rakkomandazzjonijiet professjonali dwar l-approvazzjoni tagħhom jew mod ieħor;
- Jigbor rapporti tekniċi, kontijiet ta' kwantitajiet/ materjal, estimi ta' nfiq, programmi ta' xogħol u skedi ta' manutenzjoni, u tfassil ta' disinni elettriki f'format elettroniku bl-użu tal-programmi xierqa;
- Jfassal rapporti ta' manutenzjoni u spezzjoni;
- Jealwa u jiċcertifika kontijiet ta' konsum tal-elettriku għan-network ta' dawl tat-toroq pubbliċi u jiżviluppa sistemi biex jiġi osservat il-konsum mill-meters tad-dawl fuq tul ta' żmien.
- Jwettaq żjarat fuq il-post, inter alia biex jimmonitorja l-progress, isolvi kwistjonijiet, u biex jivverifika u jiċcertifika xogħlijiet/servizzi;
- Jikkoordina ma' stakeholders u jiggwida, jissorvelja u jikkoordina ma' persuni tekniċi, kuntratturi u konsulenti biex jiżgura implimentazzjoni xierqa u f'waqtha;
- Jfassal rapporti ta' inginerija fuq is-sigurtà f'każ ta' nar, dawl u hsejjes kif mitlub mid-Dipartiment;
- Iżomm ruħu aġġornat mal-aħħar teknoloġija fis-suq u mal-aħħar Standards, Policies u Regolamenti;
- Jappoġġja lill-Kap tad-Dipartiment fit-Twettiq, taħriġ u jassisti lil membri oħra tat-tim u jzomm reġistru, għodod u librerija/arkivji ta' referenza teknika kif meħtieġ u jipparteċipa f'kumitati mwaqqfa mid-Dipartiment għal kompiti speċifiċi;
- Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif kkonfermat mis-Segretarju Permanenti;
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



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

Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Post of Graduate Engineer (Electrical)/Junior Engineer (Electrical)/Engineer (Electrical)

Duties and responsibilities

- i. Interprets architectural/engineering drawings and project design briefs, and provides professional/technical advice as necessary;
- ii. Assesses quotations and/or works proposals and makes professional recommendations on their approval or otherwise;
- iii. Compiles technical reports, bills of quantities/ materials, cost estimates, work programmes and maintenance schedules, and drafts electrical drawings in electronic format using appropriate software.
- iv. Draws up maintenance and inspection reports;
- v. Assesses and certifies consumption claims for the Street Lighting network and develops systems to monitor consumption from metered accounts over time.
- vi. Performs site visits, inter alia to monitor progress, resolve issues, and to verify and certify works/services;
- vii. Liaises with stakeholders and guides, supervises and liaises with technical staff, contractors and consultants to ensure proper and timely implementation;
- viii. Draws up Engineer's Fire Safety, Lighting and Noise Reports as required by the Department;
- ix. Keeps up to date with the latest technology available on the market and the latest Standards, Policies and Regulations;
- x. Supports the Head of Department in managing, training and assisting other team members and maintains records, tools and technical reference library/archives as necessary and participates in committees set up by the Department for specific tasks;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii. Any other duties as directed by the Principal Permanent Secretary.