

Anness A

Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Sahħa
L-impjeg	Supervisor



OFFICE of the DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-hatra ta' Supervisor jinkludu li:

- i. jkun responsabbli għat-tqassim ta' impjegati biex jipprovdi għax-xogħol ta' kuljum;
- ii. jżomm rekords tal-attenanzi tal-impjegati taht ir-responsabbiltà tiegħu/tagħha;
- iii. jipprerara rekords li jikkonċernaw l-impjegati (eżempju allowances, sahra) u rekords oħra relatati mas sit tax-xogħol li jaqa' taht ir-responsabbiltà tiegħu/tagħha (eżempju rapport tal-progress tax-xogħol);
- iv. jwettaq xogħol ta' trasport;
- v. jikkordina it-trasport;
- vi. jikkollabora mas-sezzjoni tal-manutenzjoni għal kwalunkwe xogħol li jkun mehtieg;
- vii. jkun responsabbli għall-imħażen u t-tagħmir;
- viii. jiżgura li s-servizzi tat-tindif jitwettqu skond l-istandards mehtiega u jitwettqu spezzjonijiet regolari biex jiġi żgurat li dawn l-istandards jibqgħu jinżammu;
- ix. jissorvelja kif ukoll jiżgura li l-manutenzjoni u ż-żamma tal-bini jitwettqu fuq bażi regolari;
- x. jittratta u ssolvi xogħlijiet minuri, filwaqt li f'każ ta' incidenti maġġuri, jevalwa s-sitwazzjoni u jirraporta lis-superjuri għall-assistenza;
- xi. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun mehtieg;
- xii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Supervisor



OFFICE of the DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

The duties of Supervisor include:

- i. is responsible for the distribution of staff to cater for the daily workload;
- ii. keeps attendance records of employees under his/her responsibility;
- iii. prepares records concerning employees (e.g. allowances, overtime) and other records related to the site of work under his/her responsibility (e.g. work progress reports);
- iv. performs transport duties;
- v. coordinates the transport;
- vi. collaborates with the maintenance section for any works required;
- vii. is responsible for the stores and equipment;
- viii. ensures that cleaning services are carried out as per required standards and carries out regular inspections to ensure that such standards are constantly kept;
- ix. supervises as well as ensures that maintenance and upkeep of the premises are carried out on a regular basis;
- x. handles and resolves minor works, whilst in case of major incidents, assesses the situation and reports to superiors for assistance;
- xi. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. any other duties as directed by the Principal Permanent Secretary.