

# Anness A

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| <b>Ministry:</b>                      | <i>Ministeru għall-Enerġija, l-Ambjent u R-Rigenerazzjoni tal-Port il-Kbir</i> |  <div><b>GVERN TA' MALTA</b><br/>MINISTERU GĦALL-ENERĠIJA,<br/>L-AMBJENT U R-RIGENERAZZJONI TAL-<br/>PORT IL-KBIR</div> |
| <b>Job Title:</b>                     | <i>Chief Veterinary Technical Officer</i>                                      |                                                                                                                                                                                                          |
| <b>Dmirijiet u Responsabbiltajiet</b> |                                                                                |                                                                                                                                                                                                          |

- i. Jippjana, jikkoordina u jissorvelja l-implimentazzjoni ta' kontrolli uffiċjali fuq l-annimali, il-prodotti tal-annimali u l-għalf, f'konformità mal-leġiżlazzjoni u l-istandards lokali, tal-Unjoni Ewropea u internazzjonali;
- ii. Jiżgura t-twassil effettiv u effiċjenti tas-servizzi veterinarji, l-kontrolli uffiċjali, l-programmi tas-saħħa u l-benesseri tal-annimali, kif ukoll l-attivitajiet relatati mas-sikurezza tal-ikel u l-agrikoltura;
- iii. Jissorvelja l-iżvilupp, l-abbozzar u l-implimentazzjoni ta' politiki, strateġiji, programmi, skemi u leġiżlazzjoni relatati mas-saħħa u l-benesseri tal-annimali u l-funzjonijiet regolatorji tad-Dipartiment;
- iv. Jippjana u jissorvelja spezzjonijiet, verifiki, attivitajiet ta' liċenzjar u reġistrazzjoni, azzjonijiet ta' infurzar u l-preparazzjoni ta' rapporti tekniċi, filwaqt li jiżgura l-adozzjoni ta' proċeduri operattivi standard u t-trasferiment tal-għarfien lill-persunal u lill-partijiet interessati;
- v. Jikkoordina u janalizza data relatata mas-saħħa u l-benesseri tal-annimali, l-prevalenza tal-mard, is-sikurezza tal-ikel u l-prestazzjoni tas-servizzi veterinarji, sabiex jappoġġja t-teħid ta' deċiżjonijiet ibbażati fuq evidenza;
- vi. Jissorvelja l-operat tal-laboratorju, inkluż il-proċess ta' akkreditazzjoni, ż-żamma tal-istatus tal-akkreditazzjoni, l-implimentazzjoni tas-sistema tal-ġestjoni tal-kwalità, l-validazzjoni tal-metodi tat-test u l-użu effettiv tas-sistema LIMS;
- vii. Jipprovdi tmexxija u direzzjoni lill-persunal, jimmaniġġja l-prestazzjoni, jidentifika ħtiġijiet ta' taħriġ u jippromwovi l-iżvilupp professjonali u l-koerenza organizzattiva fi ħdan l-Unitajiet responsabbli;
- viii. Jipprepara u jikkoordina sottomissjonijiet lill-Kabinett, rapporti tekniċi u xjentifiċi, projezzjonijiet ekonomiċi, pjanijiet tal-baġit, briefs u materjal ta' preżentazzjoni għall-Ministeru u d-Dipartiment;
- ix. Jiżgura l-konformità mar-rekwiżiti tas-Saħħa u s-Sigurtà fuq il-post tax-xogħol u ma' kull leġiżlazzjoni, regolament jew standard applikabbli;
- x. Jamministra r-riżorsi tal-Unità, nklużi l-proċessi ta' akkwist, il-ġestjoni tar-riżorsi umani u funzjonijiet amministrattivi oħra meħtieġa għall-operat effettiv tas-servizz;
- xi. Jirrappreżenta lid-Dipartiment f'laqgħat, kumitati, taħriġ, seminars u konferenzi kemm f'Malta kif ukoll barra minn Malta, kif mitlub;
- xii. Iwettaq kull dmir ieħor relatat mal-kariga li jista' jiġi delegat mis-superjuri, mis-Segretarju Permanenti jew mis-Segretarju Permanenti Ewlieni, skont il-ħtiġijiet operattivi u organizzattivi tas-servizz.
- xiii. Jwettaq kull dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' oqsma oħra kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Twettaq kull kompit u ieħor li s-superjur jista' jiddelega lilha/lilu, kif jista' jkun meħtieġ;
- xv. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

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| <b>Ministry:</b>                   | <i>Ministry for Energy, the Environment and the Regeneration of the Grand Harbour</i> |  <div><b>GOVERNMENT OF MALTA</b><br/>MINISTRY FOR ENERGY, THE<br/>ENVIRONMENT AND THE REGENERATION<br/>OF THE GRAND HARBOUR</div> |
| <b>Job Title:</b>                  | <i>Chief Veterinary Technical Officer</i>                                             |                                                                                                                                                                                                                    |
| <b>Duties and Responsibilities</b> |                                                                                       |                                                                                                                                                                                                                    |

- i. Plan, coordinate and supervise the implementation of official controls on animals, products of animal origin and animal feed, in accordance with national, European Union and international legislation and standards;
- ii. Ensure the effective and efficient delivery of veterinary services, official controls, animal health and animal welfare programmes, as well as activities relating to food safety and agriculture;
- iii. Oversee the development, drafting and implementation of policies, strategies, programmes, schemes and legislation relating to animal health, animal welfare and the Department's regulatory functions;
- iv. Plan and supervise inspections, audits, licensing and registration activities, enforcement actions and the preparation of technical reports, while ensuring the implementation of standard operating procedures and the transfer of knowledge and expertise to staff and relevant stakeholders;
- v. Coordinate, analyse and evaluate data relating to animal health and welfare, disease prevalence, food safety and the performance of veterinary services to support evidence-based decision-making and continuous service improvement;
- vi. Oversee laboratory operations, including the accreditation process, maintenance of accreditation status, implementation of the quality management system, validation of testing methods and the effective use of the Laboratory Information Management System (LIMS);
- vii. Provide leadership and direction to staff by managing performance, identifying training needs, promoting professional development and ensuring organisational effectiveness and consistency across the respective Units;
- viii. Prepare and coordinate Cabinet Memoranda, technical and scientific reports, economic projections, budget plans, briefing notes and presentation material for the Department and the Ministry;
- ix. Ensure compliance with Occupational Health and Safety requirements and with all applicable legislation, regulations and standards relevant to the Department's operations;
- x. Manage the Unit's administrative resources, including procurement processes, human resource matters and other administrative functions necessary to ensure the efficient operation of the service;
- xi. Represent the Department at meetings, committees, training courses, seminars and conferences, both locally and internationally, as directed;
- xii. Carry out any other duties related to the post as may be assigned by superiors, the Permanent Secretary or the Principal Permanent Secretary, in accordance with operational and organisational requirements.
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary