

Anness A

Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjeg	Operations Manager (Technical)



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

Dmirijiet u responsabbiltajiet

- i. Jmexxi b'mod effettiv u effiċjenti l-operat ta' kuljum tat-Taqsima, inkluż l-ippjanar u l-koordinazzjoni tal-attivitajiet ta' kuljum tas-sezzjonijiet taħt ir-responsabbiltà tagħha, b'mod partikolari dawk relatati ma' Life Saving Medical and Dental Equipment, u twettaq ir-riformi strutturali u organizzattivi meħtieġa;
- ii. Jippjana, tikkoordina u timmonitorja l-proġetti tat-Taqsima, timminimizza t-tfixkil, u theggi pjanijiet strateġiċi fit-tul għall-ġestjoni u l-manutenzjoni xierqa tat-tagħmir u għall-iskedar tal-proġetti;
- iii. Jiżgura konformità mal-leġiżlazzjoni, regoli u regolamenti pertinenti kollha, inkluż l-istabbiliment, l-implimentazzjoni u ż-żamma ta' standards xierqa ambjentali u tas-saħħa u s-sigurtà;
- iv. Jiżgura l-applikazzjoni tal-aħjar prattiki waqt il-proġetti u t-twettiq fil-ħin tal-kompiti kif meħtieġ mill-Maniġment;
- v. Iżżomm rekords xierqa u tikkontribwixxi għat-thejjija ta' stimi finanzjarji, pjanijiet ta' ħidma, rapporti annwali u perjodiċi, inkluża l-identifikazzjoni ta' kull azzjoni meħtieġa;
- vi. Jispezzjona regolarment il-postijiet tax-xogħol u t-tagħmir sabiex tidentifika ħsarat u tiddetermina tiswijiet jew manutenzjoni meħtieġa;
- vii. Jwettaq kompiti relatati mal-oqsma tekniċi rilevanti, inkluż li tassisti u twettaq xogħlijiet ta' tiswija fuq tagħmir mediku li jaqa' taħt il-ġurisdizzjoni tal-kariga, sabiex jinżammu l-ħiliet tekniċi;
- viii. Jassisti lis-superjuri fil-proċeduri tal-akkwist u fl-iżborż tal-fondi, inkluż fit-tfassil ta' speċifikazzjonijiet tekniċi u fl-evalwazzjoni tal-offerti;
- ix. Jmexxi r-riżorsi, inklużi r-riżorsi umani, it-tagħmir u l-konsumabbli, bl-aktar mod effettiv u effiċjenti;
- x. Jipprovdi tmexxija lill-impjegati, inklużi superviżjoni, mentoring prattiku, taħriġ, evalwazzjoni tal-prestazzjoni u delegazzjoni tal-awtorità;
- xi. Jipprovdi feedback regolari, tidentifika oqsma għal titjib fl-operat ta' kuljum, u tirrevedi rapporti filwaqt li tiegħu kull azzjoni meħtieġa;
- xii. Jqassam u tikkoordina x-xogħol fost l-impjegati sabiex tiżgura kwalità, twettiq fil-ħin u riżultati li jistgħu jitkejlu skont l-għanijiet ippjanati u l-prijoritajiet tal-post tax-xogħol;
- xiii. Jzomm ruħha aġġornata mal-għarfien u l-prattiki relatati mal-qasam tekniku rilevanti u tagħmel użu xieraq mis-Sistemi tat-Teknoloġija tal-Infurmazzjoni li jkunu qed jintużaw fil-Ministeru;
- xiv. Jmexxi inizjattivi godda mnedija mill-Maniġment u tikkontribwixxi għall-implimentazzjoni effettiva tagħhom;
- xv. Jipparteċipa f'kull taħriġ u żvilupp kif meħtieġ mill-Maniġment;
- xvi. Jwettaq kull komputu ieħor li jista' jiġi delegat mis-superjur, skont il-ħtieġa;
- xvii. Jwettaq kull dmir rilevanti ieħor li jista' jiġi assenjat skont il-ħtiġijiet tat-Taqsima u tal-Maniġment;
- xviii. Jwettaq kull dmir ieħor li jista' jiġi aġġornat sabiex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanent; u
- xix. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

People Management Directorate

E: recruitment.health@gov.mt w: <https://health.gov.mt>

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Operations Manager (Technical)



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

Duties and responsibilities

- i. Manage effectively and efficiently the daily operations of the Unit, including the planning and coordination of the day-to-day activities of the sections under their control, particularly in relation to Life Saving Medical and Dental Equipment, and carry out any necessary structural and organisational reforms;
- ii. Plan, coordinate and monitor Unit projects, minimise disruption, and prepare long-term strategic plans for the proper management and maintenance of equipment and scheduling of projects;
- iii. Ensure compliance with all pertinent legislation, rules and regulations, including the establishment, implementation and maintenance of appropriate environmental, health and safety standards;
- iv. Ensure the application of best practices during projects and the timely execution of tasks as required by Management;
- v. Maintain proper records and contribute to the preparation of financial estimates, business plans, annual and term reports, including the identification of any action required;
- vi. Inspect work premises and equipment regularly to identify faults and determine any repairs or maintenance required;
- vii. Carry out tasks pertaining to the relevant technical areas, including assisting in and undertaking repair works on medical equipment falling under the jurisdiction of the post, to ensure the retention of technical skills;
- viii. Assist superiors in procurement procedures and the disbursement of funds, including the drafting of technical specifications and evaluation of offers;
- ix. Manage resources, including human resources, equipment and consumables, in the most effective and efficient manner;
- x. Provide leadership to staff, including supervision, practical mentoring, training, performance evaluation and delegation of authority;
- xi. Provide regular feedback, identify areas for improvement in day-to-day operations, and review reports, taking any necessary action;
- xii. Allocate and coordinate work amongst staff to ensure quality, timeliness and measurable results in line with planned objectives and workplace priorities;
- xiii. Keep up to date with knowledge and practices pertaining to the relevant technical area of work and make appropriate use of Information Technology Systems in operation within the Ministry;
- xiv. Spearhead new initiatives launched by Management and contribute towards their effective implementation;
- xv. Participate in any training and development activities as required by Management;
- xvi. Undertake any other tasks which the superior may delegate, as may be required;
- xvii. Perform any other relevant duties that may be assigned in accordance with the requirements of the Unit and Management;
- xviii. Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary; and
- xix. Any other duties as directed by the Principal Permanent Secretary.