

Anness A

L-impjieg	<i>Security Officer</i>
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MINISTERU GHALL-AFFARIJJIET BARRANIN U EWROPEJ
PALAZZO PARISIO, TRIQ IL-MERKANTI, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

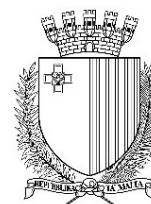
- i. Jikkontrolla d-dhul ta' persuni mhux awtorizzati;
- ii. Jiċċekkja u jispezzjona impjegati u viżitaturi kif ukoll kwalunkwe basktijiet, bagalji, eċċ li jistgħu jkunu qed iġorru;
- iii. Jispezzjona vetturi deħlin jew heġin mill-post, meta meħtieġ;
- iv. Ihaddem tagħmir tas-sigurtà inklużi CCTV kameras, magni tal-iskrinjar u tagħmir ieħor tas-sigurtà u jassigura li qed jahdem kif suppost;
- v. Jagħmel rondi ta' viġilanza biex jgħin li jiġi evitat is-serq, it-tbagħbis u vandalizmu f'postijiet pubbliċi;
- vi. Jirrapporta meta jiġru rregolaritajiet li jikkonċernaw is-sigurtà;
- vii. Ikun responsabbli għaż-żamma sigura tal-imħażen, ċwieviet u registri taċ-ċwieviet;
- viii. Izomm rekords neċessarji dwar id-dhul u l-hruġ mill-post ta' vetturi, pubbliku in ġenerali, impjegati tal-Gvern u materjal;
- ix. Jagħmel superviżjoni tal-parkeġġ fi ħdan l-art tal-entità;
- x. Iwettaq proċeduri ta' emerġenza f'każ ta' nar;
- xi. Iwettaq spezzjonijiet ta' haddiema fuq il-lant tax-xogħol;
- xii. Jassisti fiż-żamma tal-ordni u dixxiplina in ġenerali;
- xiii. Jassisti lill-Uffiċjali tas-Sigurtà fit-twettiq ta' dmirijiethom meta jkun hekk meħtieġ;
- xiv. Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għall-Affarijiet Barranin u Ewropej;
- xv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu, kif jista' jkun meħtieġ;
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Corporate Services Directorate

Ministry for Foreign and European Affairs, Allied House, 331, St. Paul Street, Valletta
Email: recruitment.mfet@gov.mt

Annex A

Job title	<i>Security Officer</i>
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MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS
PALAZZO PARISIO, MERCHANT STREET, VALLETTA, MALTA

Duties and responsibilities

Nomenclatures denoting the male gender include also the female gender.

- i. Safeguards against entry of unauthorized personnel;
- ii. Checks and inspects employees and visitors as well as any bags, cases, etc they may be carrying;
- iii. Inspects vehicles entering or leaving the premises, when required;
- iv. Operates security equipment including CCTV cameras, screening machines and other security equipment and ensures their proper functioning;
- v. Conducts vigilant patrols to help avoid theft, pilfering and vandalism in public places;
- vi. Reports irregularities concerning security when they arise;
- vii. Is responsible for the safe-keeping of store-rooms, keys and key registers;
- viii. Keeps necessary records in connection with the entry and exit of vehicles, general public, government employees and material;
- ix. Supervises parking within the grounds of the entity;
- x. Carries out emergency procedures in case of fire;
- xi. Carries out inspections on employees at site of work;
- xii. Assists in the maintenance of order and discipline in general;
- xiii. Assists the Security Officers in the execution of their duties whenever the occasion so demands;
- xiv. Makes use of the Information Technology systems which may be in operation within the Ministry for Foreign and European Affairs;
- xv. Undertakes any other tasks, which the superior may delegate to him, as may be required;
- xvi. Any other duties as directed by the Principal Permanent Secretary.

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