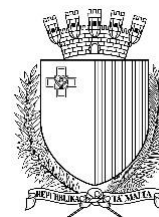


Ministeru	<i>Ministeru għall-Gvern Lokali u x-Xogħlijiet Pubbliċi</i>
L-impjieg	<i>Manager II</i>

Anness A



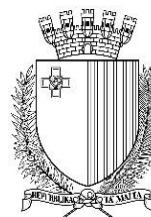
MINISTERU GĦALL-GVERN LOKALI U X-XOGĦLIJET PUBBLIĊI
DIVIŻJONI GĦAT-TINDIF U MANUTENZJONI, 87, TRIQ ĦAL-TARXIEN, ĦAL-LUQA

Dmirijiet u responsabbiltajiet

- i. Imexxi u jimmaniġġja l-operazzjonijiet ta' kuljum tat-taqsima, filwaqt li jiżgura li s-servizzi jingħataw b'mod effiċjenti, effettiv, u skont il-politiki, il-proċeduri, u r-regolamenti tal-Gvern stabbiliti.
- ii. Jippjana, jikkoordina, u jissorvelja l-attivitajiet operattivi biex jiżgura l-għoti f'waqt tas-servizzi u l-kisba tal-oġettivi dipartimentali.
- iii. Jissorvelja, jappoġġja, u jevalwa l-prestazzjoni tal-ħaddiema, jipprovdi gwida, *mentoring*, u jiżgura konformità mal-politiki u l-proċeduri tas-Servizz Pubbliku.
- iv. Jipprepara pjanijiet ta' ħidma, jissorvelja l-progress kontra *t-targets*, u jimplimenta azzjonijiet korrettivi fejn meħtieġ biex jiżgura l-effiċjenza operattiva.
- v. Jimmaniġġja u jissorvelja l-proġetti mill-ippjanar sal-implimentazzjoni u t-tlestija, filwaqt li jiżgura li l-oġettivi jintlaħqu fi ħdan l-iskedi ta' żmien, il-baġits, u l-istandards ta' kwalità miftiehma.
- vi. Jiżviluppa, jirrevedi, u jimplimenta proċeduri operattivi biex ittejjeb il-forniment tas-servizzi, ittejjeb l-effiċjenza, u jiżgura konformità mal-leġiżlazzjoni applikabbli u l-politiki interni.
- vii. Jikkollabora mad-dipartimenti interni, l-entitajiet tal-Gvern, il-kuntratturi esterni, il-fornituri, u partijiet interessati ohra biex jiżgura l-koordinazzjoni u l-għoti effettivi tas-servizzi.
- viii. Jissorvelja l-implimentazzjoni tal-kuntratti u l-proġetti, filwaqt li jiżgura li r-riżultati jitlestew skont l-obbligi kuntrattwali, l-ispeċifikazzjonijiet tekniċi, u l-istandards ta' kwalità stabbiliti.
- ix. Jikkoordina t-timijiet tal-proġett u l-partijiet interessati, jalloka r-riżorsi b'mod effettiv, jimmonitorja l-istadji importanti tal-proġett, jidentifika r-riskji, u jimplimenta miżuri ta' mitigazzjoni xierqa biex tiżgura t-twassil b'suċċess tal-proġett.
- x. Jidentifika r-riskji operattivi u timplimenta miżuri ta' mitigazzjoni xierqa biex tiżgura l-kontinwità tan-negozju u l-ġestjoni effettiva tar-riżorsi.
- xi. Jimmonitorja l-kwalità tas-servizzi pprovduti mill-kuntratturi u l-fornituri tas-servizzi, filwaqt li jiżgura li l-obbligi kuntrattwali, l-istandards tal-prestazzjoni, u r-rekwiżiti tas-saħħa u s-sigurtà jintlaħqu b'mod konsistenti.
- xii. Jipparteċipa f'eżerċizzji ta' ppjanar strateġiku u jikkontribwixxi għall-iżvilupp u l-implimentazzjoni ta' proġetti, politiki, pjanijiet operattivi, u inizjattivi ta' titjib kontinwu.
- xiii. Jirrappreżenta lid-Direttorat f'laqgħat u jipprovdi pariri u rakkomandazzjonijiet professjonali dwar kwistjonijiet relatati mal-funzjonijiet u r-responsabbiltajiet tat-taqsima.
- xiv. Jwettaq kull dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' oqsma ohra kif ikkonfermat mis-Segretarju Permanenti.
- xv. Jwettaq kull kompit u ieħor li s-superjur jista' jiddelega lilha/lilu, kif jista' jkun meħtieġ.
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Ministry	<i>Ministry for Local Government and Public Works</i>
Job title	<i>Manager II</i>

Annex A



MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS
CLEANSING AND MAINTENANCE DIVISION, 87, TARXIEN ROAD, LUQA

Duties and responsibilities

- i. Lead and manage the day-to-day operations of the section, ensuring that services are delivered efficiently, effectively, and in accordance with established policies, procedures, and Government regulations.
- ii. Plan, coordinate, and monitor operational activities to ensure the timely delivery of services and the achievement of departmental objectives.
- iii. Supervise, support, and evaluate staff performance, providing guidance, mentoring, and ensuring compliance with Public Service policies and procedures.
- iv. Prepare work plans, monitor progress against targets, and implement corrective actions where necessary to ensure operational efficiency.
- v. Manage and oversee projects from planning through implementation and completion, ensuring that objectives are achieved within agreed timelines, budgets, and quality standards.
- vi. Develop, review, and implement operational procedures to improve service delivery, enhance efficiency, and ensure compliance with applicable legislation and internal policies.
- vii. Liaise with internal departments, Government entities, external contractors, suppliers, and other stakeholders to ensure the effective coordination and delivery of services.
- viii. Monitor the implementation of contracts and projects, ensuring that deliverables are completed in accordance with contractual obligations, technical specifications, and established quality standards.
- ix. Coordinate project teams and stakeholders, allocate resources effectively, monitor project milestones, identify risks, and implement appropriate mitigation measures to ensure successful project delivery.
- x. Identify operational risks and implement appropriate mitigation measures to ensure business continuity and the effective management of resources.
- xi. Monitor the quality of services provided by contractors and service providers, ensuring contractual obligations, performance standards, and health and safety requirements are consistently met.
- xii. Participate in strategic planning exercises and contribute to the development and implementation of projects, policies, operational plans, and continuous improvement initiatives.
- xiii. Represent the Directorate at meetings and provide professional advice and recommendations on matters relating to the functions and responsibilities of the section.
- xiv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xvi. Any other duties as directed by the Principal Permanent Secretary.

Ministry for Local Government and Public Works

Cleansing and Maintenance Division, 87, Tarxien Road, Luqa.

Telephone: 22897300