

Anness A



Ministeru	Uffiċju tad-Deputat Prim Ministru u Ministru għas-Saħħa
L-impjieg	Higher Technician

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

Dmirijiet u responsabbiltajiet

- i. **Skop tal-irwol:** Jipprovdi sorveljanza teknika u operattiva tal-flotta tal-vetturi tal-Ministeru, filwaqt li jiżgura li l-vetturi jkunu rreġistrati, imsewwija, sikuri, konformi u disponibbli għall-ħtiġijiet operattivi.
- ii. Jamministra s-sistema tal-ġestjoni tal-flotta u jżomm informazzjoni preċiża u aġġornata dwar vetturi, kilometraġġ, fjuwil, servizzi, tiswijiet, assigurazzjoni u liċenzji.
- iii. Jippjana u jikkoordina manutenzjoni preventiva, servizzi, VRT, spezzjonijiet u tiswijiet ma' fornituri approvati, u jsegwi xogħlijiet pendenti sabiex il-vetturi jergħu jidhlu fis-servizz fil-ħin.
- iv. Iwettaq kontrolli u xogħlijiet tekniċi żgħar, inkluż tibdil ta' batteriji, roti, bozoz u komponenti minuri, u jirrapporta minnufih difetti li jaffettwaw is-sigurtà.
- v. Jikkoordina kuntratturi u sottokuntratturi għal rkupru ta' vetturi, xogħol ta' bodywork, arja kkundizzjonata, tiswijiet mekkaniċi u elettriċi, tajers u dijanjostika speċjalizzata.
- vi. Jivverifika li x-xogħlijiet u l-parts fatturati jaqblu max-xogħol awtorizzat u komplut, u jżomm rekords xierqa ta' kwotazzjonijiet, job sheets, rapporti u dati tat-tlestija.
- vii. Jikkoordina s-segwitu tekniku u amministrattiv ta' ħabtiet, talbiet ta' assigurazzjoni u kwistjonijiet legali relatati mal-vetturi tal-Ministeru.
- viii. Jaġixxi bħala punt ewlieni ta' kuntatt tekniku għal kwistjonijiet tal-flotta u tal-garaxx, jipprovdi rapporti lill-manigment u jattendi laqgħat jew spezzjonijiet meta jkun meħtieġ.
- ix. Jippromwovi s-sigurtà, il-konformità u l-kontroll tal-ispejjeż, u jgħin biex jiġu evitati tiswijiet mhux awtorizzati jew nefqa mhux meħtieġa.
- x. Jipprovdi gwida lill-ħaddiema tal-garaxx, jissalvagwardja vetturi, ċwievet, għodod u dokumentazzjoni, u jwettaq dmirijiet oħra relatati mal-grad kif mitlub.
- xi. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu, kif ikun meħtieġ.
- xii. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Prinċipali.

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Higher Technician.



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

Duties and responsibilities

- i. **Role purpose:** To provide technical and operational oversight of the Ministry vehicle fleet, ensuring that vehicles are properly recorded, serviced, repaired, safe, compliant and available for operational needs.
- ii. Manage the fleet management system and maintain accurate records for vehicles, mileage, fuel use, servicing, repairs, insurance, licensing and roadworthiness.
- iii. Plan and coordinate preventive maintenance, servicing, inspections, VRT testing and repairs with approved service providers, ensuring timely return of vehicles to service.
- iv. Carry out minor technical checks and repairs within competence, including batteries, wheels, bulbs and other minor components, and report safety-related defects immediately.
- v. Coordinate contractors and subcontractors for vehicle recovery, bodywork, air-conditioning, mechanical and electrical repairs, tyre services and specialist diagnostics.
- vi. Verify that completed work, invoiced services and parts correspond with authorised requirements before documentation is forwarded for processing.
- vii. Maintain proper records of contractor instructions, quotations, job sheets, reports, accident records and completion dates.
- viii. Coordinate technical and administrative follow-up on road traffic collisions, insurance claims and vehicle-related legal matters.
- ix. Act as the principal technical contact for fleet and garage matters, provide management updates and attend meetings or site inspections when required.
- x. Promote safety, compliance and cost control by helping prevent unauthorised repairs, unnecessary expenditure and payment for work not properly authorised or supplied.
- xi. Provide guidance to garage staff, protect Ministry vehicles, keys, tools, equipment and documentation, and carry out other duties related to the grade as directed.
- xii. Undertake any other tasks, which the superior may delegate to them, as may be required; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.