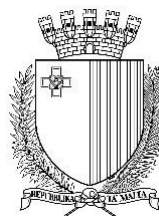


Anness A

Ministeru	Gvern Lokali u x-Xogħlijiet Pubbliċi
L-impjeg	Assistant Manager



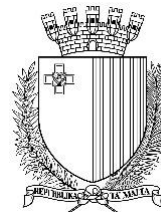
MINISTERU GHALL-GVERN LOKALI U X-XOGĦLIJET PUBBLIĊI

BLOKK H, TRIQ ANTONIO MAURIZIO VALPERGA, II-FURJANA, FRN 1710

Dmirijiet u responsabbiltajiet

- i. Jiffirma parti minn tim multi-dixxiplinarju fdat bl-ippjanar, id-disinn, superviżjoni, l-implimentazzjoni u l-manutenzjoni ta' diversi proġetti assenjati lis-CPD fi hdan id-Dipartiment tax- Xogħlijiet Pubbliċi;
- ii. Jassisti fl-ippjanar ta' proġetti ma' periti, inginiera mekkaniċi, inginiera elettriċi, land & quantity surveyors u persunal tekniku;
- iii. Jipprepara pjanti arkitettoniċi/strutturali/tal-inginerija b'ACAD u programmi ta' software oħra relatati;
- iv. Jassisti fit-tnejn ta' pjanti u dokumenti tat-tender kif ukoll fil-proċess tas-sejha għall-offerti;
- v. Iwettaq superviżjoni tas-sit u jhejji rapporti dwar il-progress biex jassisti lill-project leader fl-immaniġġjar tal-proġetti assenjati;
- vi. Jikkoordina ma' quantity surveyors fit-tnejn ta' stimi fl-istadju ta' qabel l-offerti u fil-kejl fuq il-post matul l-istadju tal-kostruzzjoni tal-proġetti assenjati;
- vii. Jassisti lill-project leader f'laqgħat ma' kuntratturi u partijiet interessati rilevanti oħra;
- viii. Jattendi t-tahriġ kollu meħtieġ biex ikun jista' jaqdi d-dmirijiet assenjati, u attivitajiet oħra mmirati lejn it-titjib tal-operat tad-Dipartiment;
- ix. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif ikun meħtieġ; u
- x. Jwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Local Government & Public Works
Job Title	Assistant Manager

MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS

BLOCK H, ANTONIO MAURIZIO VALPERGA STREET, FLORIANA, FRN 1710

Duties and responsibilities

- i Forms part of a multi-disciplinary project management team entrusted with the planning, design implementation, supervision and maintenance of various projects assigned to the CPD within the Public Works Department;
- ii Assists in the planning of projects with architects and civil engineers, mechanical engineers, electrical engineers, land & quantity surveyors and technical personnel;
- iii Prepares architectural, structural & engineering drawings using ACAD and other related software programs;
- iv Assisting in the preparation of tender drawings and documents as well as the tendering processes;
- v Conducts site supervision and prepares progress reports to assist the project leader in the project management of the assigned projects;
- vi Co-ordinates with quantity surveyors in the preparation of estimates at pre-tendering stage and measurements on-site during the construction stage of the assigned projects;
- vii Assists the project leader in meetings with contractors and other relevant stakeholders;
- viii Attends all necessary training to be able to carry out the duties assigned, and other activities aimed towards the improvement of the operations of the Department;
- ix Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- x Undertakes any other duties as directed by the Principal Permanent Secretary.