

Anness A



Ministeru	Ministeru għall-Agricoltura, is-Sajd u l-Provvista tal-Ikel
L-impjeg	Post ta' Manager I

Uffiċċju tas-Segretaru Permanenti
Pinto Business Centre, Qormi

Dmirijiet u responsabbiltajiet

- i. Jassisti lill-Management fit-tmexxija u l-amministrazzjoni tal-proprjetà li taqa' taht ir-responsabbiltà tal-Ministeru, inkluża proprjetà mikrija jew allokata permezz tal-Awtorità tal-Artijiet u permezz ta' arrangamenti oħra ta' kiri jew okkupazzjoni;
- ii. Izomm u jaġġorna regjistru komprensiv tal-proprjetà kollha okkupata, użata, mikrija jew amministrata mill-Ministeru, inklużi d-dettalji tal-kuntratti, termini ta' kiri, dati ta' skadenza, obbligi, kirjiet u informazzjoni rilevanti oħra;
- iii. Jikkoordina mal-Awtorità tal-Artijiet, sidien privati, entitajiet governattivi, dipartimenti u stakeholders oħra dwar kirjiet, allokkazzjonijiet, tiġdid, ċedimenti, trasferimenti, aċċess, u kwistjonijiet oħra relatati mal-proprjetà;
- iv. Jimmonitorja t-termini u l-kundizzjonijiet tal-kuntratti u l-ftehimiet relatati mal-proprjetà sabiex jiġi żgurat li l-obbligi tal-Ministeru jiġu osservati u li kwalunkwe azzjoni meħtieġa tittiehed fil-hin;
- v. Jikkoordina l-proċess ta' tiġdid, estensjoni, terminazzjoni jew emenda ta' kirjiet u arrangamenti oħra relatati mal-proprjetà, inkluża l-preparazzjoni u l-ġbir tad-dokumentazzjoni u l-approvazzjonijiet meħtieġa;
- vi. Jissorvelja u jikkoordina kwistjonijiet relatati mal-manutenzjoni, tiswijiet, xogħlijiet, servizzi, aċċess, sigurtà u kundizzjoni ġenerali tal-proprjetà, filwaqt li jiddetermina r-responsabbiltà skont il-kuntratti jew l-arrangamenti applikabbli;
- vii. Jorganizza u fejn meħtieġ, jipparteċipa f'ispezzjonijiet tal-proprjetà u jzomm rekords ta' kundizzjoni, difetti, xogħlijiet meħtieġa, *handovers* u *follow-up actions*;
- viii. Jikkoordina mal-unitajiet tekniċi, finanzjarji, tal-*procurement* u legali tal-Ministeru sabiex kwistjonijiet relatati mal-proprjetà jiġu indirizzati b'mod effiċjenti, konformi u *costeffective*;
- ix. Jivverifika u jsegwi hlasijiet relatati mal-proprjetà, inklużi kirjiet, utilitajiet, servizzi u spejjeż oħra u jiżgura li jkun hemm dokumentazzjoni xierqa u viżibbiltà ċara tal-obbligi finanzjarji;
- x. Jassisti fit-tnejn ta' stimi ta' *budget*, *projections* u rapporti dwar spejjeż u impenji relatati mal-proprjetà, u jidentifika riskji, ineffiċjenzi jew opportunitajiet għal użu aħjar tar-riżorsi;
- xi. Jikkoordina l-allokkazzjoni, trasferiment, *handover* u ritorn ta' proprjetà bejn direttorati, dipartimenti, entitajiet jew Ministeri u jiżgura li r-rekords u d-dokumentazzjoni jiġu aġġornati kif meħtieġ;
- xii. Jiżgura li l-files u r-rekords relatati mal-proprjetà jinżammu b'mod organizzat u aġġornat, inklużi kuntratti, pjanti, korrispondenza, approvazzjonijiet, rapporti, *invoices* u dokumentazzjoni oħra rilevanti;
- xiii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' proċeduri u *policies* interni relatati mal-*property management* u jidentifika modi kif il-proċessi amministrattivi jistgħu jiġu ssimplifikati u mtejba;

- xiv. Jipprovdi gwida u appoġġ lill-impjegati u lill-Management dwar kwistjonijiet ta' *property management* u jwettaq rapportar jew dmirijiet amministrattivi oħra kif meħtieġ;
- xv. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvi. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Office of the Permanent Secretary
Pinto Business Centre, Qormi

Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Post of Manager I

Duties and responsibilities

- i. Assists Management in the administration and management of the property portfolio falling under the responsibility of the Ministry, including property leased or allocated through the Lands Authority and through other leasing or occupancy arrangements;
- ii. Maintains and regularly updates a comprehensive register of all property occupied, used, leased or administered by the Ministry, including contract details, lease terms, expiry dates, obligations, rental charges and other relevant information;
- iii. Coordinates with the Lands Authority, private lessors, Government entities, departments and other stakeholders on leases, allocations, renewals, surrenders, transfers, access and other property-related matters;
- iv. Monitors the terms and conditions of property-related contracts and agreements to ensure that the Ministry's obligations are observed and that any required action is taken in a timely manner;
- v. Coordinates the renewal, extension, termination or amendment of leases and other property arrangements, including the preparation and collation of the necessary documentation and approvals;
- vi. Oversees and coordinates matters relating to the maintenance, repairs, works, services, access, security and general condition of properties, while establishing responsibility in accordance with the applicable contracts or arrangements;
- vii. Organises and, where required, participates in property inspections and maintains records of condition, defects, required works, handovers and follow-up actions;
- viii. Coordinates with the Ministry's technical, financial, procurement and legal functions to ensure that property-related matters are addressed efficiently, compliantly and in a cost-effective manner;
- ix. Verifies and follows up property-related payments, including rent, utilities, services and other charges, and ensures that appropriate supporting documentation and clear visibility of financial obligations are maintained;
- x. Assists in the preparation of budget estimates, projections and reports relating to property expenditure and commitments, and identifies risks, inefficiencies or opportunities for improved use of resources;
- xi. Coordinates the allocation, transfer, handover and return of property between directorates, departments, entities or Ministries, ensuring that records and documentation are updated accordingly;
- xii. Ensures that property files and records are maintained in an organised and up-to-date manner, including contracts, plans, correspondence, approvals, reports, invoices and other relevant documentation;

- xiii. Contributes towards the formulation and updating of internal procedures and policies relating to property management and identifies opportunities to streamline and improve administrative processes;
- xiv. Provides guidance and support to employees and Management on property-management matters and undertakes related reporting and general administrative duties as required;
- xv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvii. Any other duties as directed by the Principal Permanent Secretary.