

Anness A

Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjeg	Assistant Foreman



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

Dmirijiet u responsabbiltajiet

- i. Jiżgura li l-ammont ta' xogħol ta' kuljum jitqassam b' mod ġust u effiċjenti fost l-impjegati assenjati, kemm direttament kif ukoll indirettament, kif xieraq;
- ii. jissorvelja l-impjegati taħt ir-responsabbiltà tiegħu/tagħha u jiżgura li jaderixxu mal-politiki, ir-regoli u r-regolamenti stabbiliti;
- iii. jiżgura livelli adegwati ta' persunal u li l-operazzjonijiet ta' kuljum ma jiġux affetwati;
- iv. jissostitwixxi l-persunal taħt ir-responsabbiltà tiegħu/tagħha biex iżomm kontinwità operattiva;
- v. jżomm hażna ta' arkivji organizzata, li tiżgura aċċessibbiltà faċli;
- vi. jiġġestixxi l-hażna ta' provvisti stazzjonarji u tat-tindif;
- vii. jwettaq dmirijiet ta' sewqan u akkoljenza kif meħtieġ biex jappoġġja l-htigijiet dipartimentali;
- viii. jissorvelja u jikkoordina s-servizzi tat-trasport tad-dipartiment, u jiżgura skedar effiċjenti u effettività operattiva;
- ix. jimmonitorja u jiżgura li s-servizzi tat-tindif jitwettqu skont l-istandards meħtieġa, u jwettaq spezzjonijiet regolari biex iżomm kwalità konsistenti;
- x. jiżgura l-manutenzjoni tal-bini billi jamministra u jsolvi l-kompiti ta' manutenzjoni, inkluż it-tindif u l-manutenzjoni tal-arja kondizzjonata;
- xi. iservi bħala r-Rappreżentant tas-Saħħa u s-Sigurta', favur ambjent tax-xogħol sikur u jiżgura l-konformità mal-istandards tas-sikurezza;
- xii. iżomm ġurnal aġġornat ta' incidenti biex jidentifika oqsma ewlenin li jeħtieġu attenzjoni rigward is-saħħa u s-sigurta';
- xiii. jimmaniġġja formoli ta' rapport ta' incidenti għal skopijiet ta' titjib;
- xiv. iżomm sistema ta' inventarju preċiża u aġġornata billi jiddokumenta u jsegwi l-movimenti kollha ta' assi fissi;
- xv. jiżgura l-użu xieraq, il-manutenzjoni u r-responsabbiltà tat-tagħmir tal-uffiċċju;
- xvi. jwettaq kull xogħol ieħor, li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;
- xvii. kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Assistant Foreman



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

Duties and responsibilities

- i. Ensures that the daily workload is fairly and efficiently distributed among assigned employees, both directly and indirectly, as appropriate;
- ii. supervises employees under his/her responsibility and ensure that they adhere to established policies, rules and regulations;
- iii. ensures adequate staffing levels and that daily operations are not affected;
- iv. replaces staff under his/her responsibility to maintain operational continuity;
- v. maintains an organised archive storage, ensuring easy accessibility;
- vi. manages the storage of stationary and cleaning supplies;
- vii. performs driving and reception duties as required to support departmental needs;
- viii. oversees and coordinate the department's transportation services, ensuring efficient scheduling and operational effectiveness;
- ix. monitors and ensures that cleaning services are performed to the required standards, and conducts regular inspections to maintain consistent quality;
- x. ensures the upkeep of the premises by managing and resolving maintenance tasks, including the cleaning and upkeep of air conditioners;
- xi. serves as the Health and Safety Representative, advocating for a safe working environment and ensuring compliance with safety standards;
- xii. maintains an up-to-date accident logbook to identify key areas requiring attention regarding health and safety;
- xiii. manages incident report forms and investigate incidents information for improvement purposes;
- xiv. maintains an accurate and up-to-date inventory system by documenting and tracking all movements of fixed assets;
- xv. ensures the proper use, maintenance and accountability of office equipment;
- xvi. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvii. any other duties as directed by the Principal Permanent Secretary.