

# Annex A

|                                       |                                                                                |                                                                                                                                                                                               |
|---------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ministry:</b>                      | <i>Ministeru għall-Enerġija, l-Ambjent u R-Riġenerazzjoni tal-Port il-Kbir</i> | <br><b>GVERN TA' MALTA</b><br>MINISTERU GHALL-ENERĠIJA,<br>L-AMBJENT U R-RIGENERAZZJONI TAL-<br>PORT IL-KBIR |
| <b>Job Title:</b>                     | <i>Principal Veterinary Technical Officer</i>                                  |                                                                                                                                                                                               |
| <b>Dmirijiet u Responsabbiltajiet</b> |                                                                                |                                                                                                                                                                                               |

- i. Jmexxi u jamministra l-operat veterinarju u tal-benesseri tal-annimali billi jiżgura t-twassil effettiv tas-servizzi veterinarji, l-kontrolli uffiċjali, l-ispezzjonijiet, il-verifiki (audits), l-azzjonijiet ta' infurzar, il-liċenzjar u r-reġistrazzjoni skont il-leġiżlazzjoni u l-istandards nazzjonali, tal-Unjoni Ewropea u internazzjonali;
- ii. Jassisti fl-iżvilupp u fl-implimentazzjoni ta' politiki, programmi u leġiżlazzjoni relatati mas-saħħa u l-benesseri tal-annimali, kif ukoll mas-sikurezza tal-ikel u tal-ġhalf, inkluż l-abbozzar, it-traspożizzjoni u r-reviżjoni tal-leġiżlazzjoni, linji gwida, proċeduri operattivi standard (SOPs), manwali u dokumentazzjoni teknika;
- iii. Jippjana, jikkoordina, jissorvelja u jevalwa l-attivitajiet operattivi, filwaqt li jiżgura l-konformità mas-sistemi ta' ġestjoni tal-kwalità, r-rekwiżiti tal-akkreditazzjoni, l-prinċipji tal-ġestjoni tar-riskju u t-titjib kontinwu tas-servizz;
- iv. Jigġestixxi, janalizza u jirrapporta l-informazzjoni billi jiġbor, janalizza u jzomm data operattiva, jipprepara rapporti tekniċi, rapporti annwali u rapporti lill-Kummissjoni Ewropea u jiżgura l-integrità u l-konsistenza tad-data fis-sistemi elettronici tal-ġestjoni tal-informazzjoni;
- v. Jipprovdi tmexxija teknika u pariri professjonali lill-manigment, entitajiet governattivi, partijiet interessati u organizzazzjonijiet oħra dwar kwistjonijiet relatati mas-servizzi veterinarji, l-benesseri tal-annimali, s-saħħa tal-annimali u s-sikurezza tal-ikel u tal-ġhalf;
- vi. Jmexxi u jiżviluppa lill-impjegati taħt is-superviżjoni tiegħu, permezz tas-superviżjoni, t-tqassim tax-xogħol, il-monitoraġġ tal-prestazzjoni, l-mentoraġġ, it-trasferiment tal-ġarfien u l-organizzazzjoni u t-twassil ta' programmi ta' taħriġ sabiex tissaħħah l-effiċjenza operattiva;
- vii. Jikkoordina l-attivitajiet tal-laboratorju u tal-assigurazzjoni tal-kwalità, nkluż l-appoġġ għall-proċessi ta' akkreditazzjoni, ż-żamma tal-istatus ta' akkreditazzjoni u l-kontribut għall-implimentazzjoni u t-titjib kontinwu tas-Sistema ta' Ġestjoni tal-Kwalità.

- viii. Jirrappreżenta lid-Direttorat fuq livell nazzjonali u internazzjonali billi jipparteċipa f'laqgħat, kumitati, gruppi ta' ħidma, proġetti, spezzjonijiet, verifiki (audits) u attivitajiet relatati mal-Unjoni Ewropea, kif ukoll billi jipprepara dokumenti ta' sfond, dokumenti ta' pożizzjoni, noti ta' struzzjonijiet, rapporti tekniċi u dokumentazzjoni uffiċjali;
- ix. Jikkontribwixxi għall-iżvilupp u l-implimentazzjoni ta' inizjattivi strateġiċi, nkluzi pjanijiet ta' negozju, pjanijiet operattivi, proġetti, inizjattivi ta' finanzjament u programmi li jikkontribwixxu għall-għanijiet tad-Direttorat u għat-titjib kontinwu tas-servizzi;
- x. Jipprovdi appoġġ amministrattiv u operattiv lill-manigment, filwaqt li jiżgura l-ġestjoni effettiva tar-rekords, il-bażijiet tad-data, d-dokumentazzjoni, s-sistemi ta' traċċabbiltà u funzjonijiet amministrattivi oħra meħtieġa għat-tmexxija effiċjenti tad-Direttorat;
- xi. Jipprepara rapporti professjonali u jżomm rekords diġitali permezz tal-użu ta' teknoloġiji elettroniki u softwer xieraq, filwaqt li jiżgura dokumentazzjoni preċiża, ġestjoni korretta tad-data u konformità mas-sistemi stabbiliti għall-ġestjoni tal-informazzjoni;
- xii. Iwettaq kull dmir ieħor assenjat mill-manigment, inkluż xogħol barra l-ħinijiet normali tax-xogħol, xogħol fuq roster jew xiftijiet, xogħol bil-lejl u servizz ta' on-call fuq bażi ta' 24 siegħa kuljum, fejn ikun meħtieġ skont il-ħtiġijiet operattivi;
- xiii. Jwettaq kull dmir ieħor li jista' jigi aġġornat biex jissodisfa r-rekwiżiti ta' oqsma oħra kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Jwettaq kull kompitu ieħor li s-superjur jista' jiddelega lilha/lilu, kif jista' jkun meħtieġ;
- xv. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

|                                    |                                                                                       |                                                                                                                                                                                                |
|------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ministry:</b>                   | <i>Ministry for Energy, the Environment and the Regeneration of the Grand Harbour</i> |  <b>GOVERNMENT OF MALTA</b><br>MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR |
| <b>Job Title:</b>                  | <i>Principal Veterinary Technical Officer</i>                                         |                                                                                                                                                                                                |
| <b>Duties and Responsibilities</b> |                                                                                       |                                                                                                                                                                                                |

- i. Lead and manage veterinary and animal welfare operations by ensuring the effective delivery of veterinary services, official controls, inspections, audits, enforcement actions, licensing and registration activities in accordance with national, European Union and international legislation;
- ii. Develop and implement policies, programs and legislation relating to animal health, animal welfare, food and feed safety, including the drafting, transposition and review of legislation, guidelines, standard operating procedures, manuals and technical documentation;
- iii. Plan, coordinate, supervise and evaluate operational activities, ensuring compliance with quality management systems, accreditation requirements, risk management principles and continuous service improvement;
- iv. Manage, analyse and report information by collecting, analysing, interpreting and maintaining operational data, preparing technical reports, annual reports, Commission reports and ensuring the integrity and consistency of information entered into electronic information management systems;
- v. Provide technical leadership and expert advice to management, government entities, industry stakeholders and other relevant organisations on matters relating to veterinary services, animal welfare, animal health and food/feed safety;
- vi. Lead and develop staff through supervision, task allocation, performance monitoring, mentoring, knowledge transfer and the organisation and delivery of training programmes to enhance operational effectiveness;
- vii. Coordinate laboratory and quality assurance activities, including supporting accreditation processes, maintaining accreditation standards and contributing to the implementation and continuous improvement of the Quality Management System;

- viii. Represent the Directorate nationally and internationally by participating in meetings, committees, working groups, projects, inspections, audits and European Union affairs and by preparing briefing notes, position papers, technical reports and official documentation;
- ix. Develop and implement strategic initiatives including business plans, operational plans, projects, funding initiatives and programmes that contribute to the Directorate's objectives and continuous improvement;
- x. Provide administrative and operational support to senior management, ensuring the effective management of records, databases, documentation, traceability systems and other administrative functions necessary for the efficient operation of the Directorate;
- xi. Prepare professional reports and maintain digital records using appropriate electronic technologies and software packages, ensuring accurate documentation, data management and compliance with established information management systems;
- xii. Perform any other duties assigned by senior management, including duties requiring work outside normal office hours, participation in shift or roster systems, night duties and on-call responsibilities on a 24-hour basis where operationally required;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary