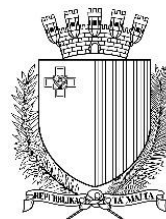


Anness A

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

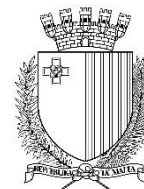


UFFICCJU TAS-SEGRETARU PERMANENTI
PINTO BUSINESS CENTRE, TRIQ IL-MITHNA, QORMI

Dmirijiet u responsabbiltajiet

- i. It-tnejn u l-kompilazzjoni tad-dokumentazzjoni meħtieġa inklużi pjanijiet, linji gwida, proċeduri operattivi, listi ta' kontroll, eċċ. għal skopijiet ta' assigurazzjoni tal-kwalità, verifika u traċċabilità;
- ii. Jissorvelja u jwettaq dmirijiet skont it-Taqsima/ Unità li fiha l-uffiċjal huwa assenjat, inklużi l-għir ta' dejta, iċenzjar, proċeduri ta' wara l-liċenzjar, il-monitoraġġ, l-ispezzjonijiet, it-teħid ta' kampjuni u l-infurzar;
- iii. Jissorvelja t-traspożizzjoni tal-leġiżlazzjoni tal-UE u l-abbozzar tal-leġiżlazzjoni nazzjonali kif jista' jkun meħtieġ;
- iv. Il-partecipazzjoni f'affarijiet relatati mal-UE u internazzjonali inkluża l-partecipazzjoni f'laqgħat, kemm lokalment kif ukoll barra minn Malta, kif ukoll il-preparazzjoni ta' dokumenti ta' sfond, dokumenti ta' pożizzjoni, noti ta' struzzjoni u rapporti;
- v. L-għoti ta' rakkomandazzjoni tekniċi lill-partijiet interessati impjegati fid-diversi setturi rilevanti;
- vi. Jattendi korsijiet ta' taħriġ kif ordnat mid-Direttorat iżda wkoll imexxi taħriġ ta' persunal ieħor;
- vii. Jissorvelja u jikkontribwixxi għall-ġestjoni, l-amministrazzjoni u l-manutenzjoni ta' rekords u databases aġġornati (kemm lokali kif ukoll tal-UE), għall-irkupru fil-pront ta' informazzjoni meta dan ikun meħtieġ;
- viii. Il-għir ta' data u l-kompilazzjoni u/jew l-assistenza fit-tnejn ta' rapporti u rapporti tal-Kummissjoni Ewropea.
- ix. L-iżvilupp u l-ġestjoni, b'konsultazzjoni mal-line managers, programmi kontinwi ta' riċerka u sħarriġ u l-partecipazzjoni fit-tmexxija ta' inizjattivi ta' riċerka u żvilupp fil-MAFA;
- x. It-tmexxija u l-ġestjoni tal-persunal subordinat, b'mod partikolari l-allokazzjoni ta' kompiti speċifiċi, l-istipular ta' perjodi ta' żmien, kif ukoll id-dettalji tal-ispeċifikazzjonijiet tax-xogħol lill-persunal taħt ir-responsabbiltà diretta tiegħu;
- xi. L-iżvilupp ta' pjanijiet ta' negozju, pjanijiet ta' ħidma u programmi ta' taħriġ u kontribut fuq għanijiet oħra u jagħti kontribut għat-tnejn tal-Pjan Strategiku u l-Baġit tal-Ministeru.
- xii. Jipprovi appoġġ amministrattiv ġenerali u jappoġġaw lill-manigment superjuri tad-Direttorat tas-Servizzi Veterinarji fil-kompiti tagħhom kif mitlub;
- xiii. Jgħin fl-iżvilupp ta' pjanijiet ta' xogħol, standards, proċeduri u skedi, u jalloka xogħol fost l-istaff tad-Direttorat biex jiżgura kwalità, kwantità, puntwalità u riżultati li jistgħu jitkejlu fir-rigward tal-għanijiet ippjanati.
- xiv. Jikkoordina u jgħidli rapporti, jidentifika kwistjonijiet, problemi, ħtiġijiet urġenti u lakuni operattivi, u jirrakkomanda inizjattivi u emendi għal proċeduri u programmi, kif meħtieġ.
- xv. Kwalunkwe komputu 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, MILL STREET, QORMI

Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Post of Principal Pharmacist

Duties and responsibilities

- i. Preparing and compiling necessary documentation including plans, guidelines, operating procedures, checklists, etc. for quality assurance, audit and traceability purposes;
- ii. Oversee and carry out duties according to the Section/ Unit in which the officer is assigned to, including data collection, licensing, post-licensing services, monitoring, inspections, sampling and enforcement;
- iii. Oversee the transposition of EU legislation and drafting of national legislation as may be required;
- iv. Participating in EU and international related affairs including the participation in meetings, both locally and abroad, as well as the preparation of background documents, position papers, instruction notes and reports;
- v. Providing technical recommendations to stakeholders employed in the various relevant sectors;
- vi. Attending training courses as directed by the Directorate but also conducting training of other personnel;
- vii. Supervising and contributing to the management, administration and maintenance of updated records and databases (both local and EU), for prompt retrieval of information when this is required;
- viii. Collecting data and compiling and/or assisting in the preparation of reports and EU Commission reports.
- ix. developing and managing, in consultation with line managers, ongoing programmes of research and surveys and participating in the management of research and development initiatives in MAFA;
- x. Leading and managing subordinate staff, in particular allocating specific tasks, stipulating timeframes, as well as detailing job specifications to staff under his direct responsibility;
- xi. Developing business plans, work plans and training programmes and contributing on other objectives and provide input to the preparation of the Ministry's Strategic Plan and Budget.
- xii. Providing general administrative support and supporting the senior management of Veterinary Services Directorate in their tasks as requested;
- xiii. Assist in the development of work plans, standards, procedures and schedules, and allocate work amongst the Directorate's staff to ensure quality, quantity, timeliness and measurable results in relation to planned objectives.
- xiv. Co-ordinate and prepare reports, identifying issues, problems, urgent needs and operational gaps, and recommending initiatives and amendments to procedures and programmes, 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. Performs any other duties as directed by the Principal Permanent Secretary.