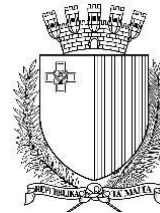


Anness A



MINISTERU GHALL-INTERN U S-SIGURTA'
201 TRIQ ID-DEJQ VALLETTA, MALTA

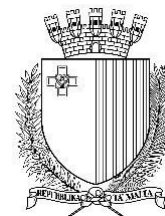
Ministeru	Ministeru għall-Intern u s-Sigurta'
L-impjeg	Operations Manager (Tehcnincal)

Dmirijiet u responsabbiltajiet

- i. Jmexxu b' mod effettiv u effiċjenti l-operat ta' kuljum tal-Unit billi jwettqu riforma strutturali u riorganizzattiva;
- ii. Jippjanaw, jikkoordinaw u jimmonitorjaw proġetti tal-Unit u jimminimizzaw it-tfixkil waqt l oġġla ħinijiet ta' żjarat;
- iii. Jiżguraw l-konformità mal-leġiżlazzjoni, ir-regoli u r-regolamenti kollha pertinenti inklużi, iżda mhux limitati għal, dawk relatati mal-ambjent u s-saħħa u s-sigurtà;
- iv. Jiżguraw l-applikazzjoni tal-aħjar prattiki fil-ġestjoni tal-proġetti u jiżguraw t-tweqqif f'waqtu tal kompiti kif meħtieġ mill-management;
- v. Jzommu rekords xierqa u jikkontribwixxu għat-tnejn ta' stimi finanzjarji, pjanijiet ta' negozju, rapporti annwali u ta' żmien inkluża l-identifikazzjoni ta' azzjoni meħtieġa;
- vi. Jispezzjonaw l-għant tax-xogħol fuq bażi regolari biex jiddeterminaw kwalunkwe ħsara, tiswija jew manutenzjoni li huma meħtieġa;
- vii. Jesegwixxu xogħlijiet relatati mal-oqsma tekniċi biex jassiguraw żamma tal-ħiliet tekniċi;
- viii. Jgħinu lis-superjuri tagħhom rigward proċeduri ta' akkwist u ħruġ ta' fondi;
- ix. Jigġestixxu r-rizorsi, inklużi r-rizorsi umani, it-tagħmir u l-konsumabbli, bl-aktar mod effettiv u effiċjenti;
- x. Jipprovdu tmexxija lill-ħaddiema inklużi s-superviżjoni, mentoring prattiku, it-taħriġ, l evalwazzjoni tal-prestazzjoni, u d-delegazzjoni tal-awtorità;
- xi. Jipprovdu feedback regolari u jidentifikaw oqsma fl-operat ta' kuljum li jistgħu jitjiebu;
- xii. Jallokaw ix-xogħol bejn l-ħaddiema li jaqaw taħt ir-responsabbiltà tagħhom biex jassiguraw kwalità, xogħol fil-ħin, u riżultati li jistgħu jitkejlu fir-rigward ta' miri li jridu jintlaħqu u prijoritajiet ta' xogħol;
- xiii. Jzommu ruħhom aġġornati fuq għarfien u prattiki li għandhom x' jaqsmu max-xogħol tekniku tagħhom;
- xiv. Jirrevedu rapporti u jieħdu azzjoni skont l-ħtieġa;
- xv. Jmexxu inizjattivi godda li jridu jiġu mnedija mill-Management;
- xvi. Jipparteċipaw f' taħriġ għal-żvilupp ta' ħiliet skont il-ħtieġa tal-management;
- xvii. Jwettaq kwalunkwe komputu ieħor li s-superjuri tiegħu jistaw jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xviii. Jwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti u/jew ir-rappreżentant tiegħu;
- xix. Jwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Operations Manager (Technical)</i>



MINISTRY FOR HOME AFFAIRS AND SECURITY
201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Manage in an effective and efficient manner, the daily operations of the Unit by carrying out structural and reorganizational reform;
- ii. Plan, coordinate and monitor any projects that fall under the unit and ensure that disruptions are minimised during peak visiting times;
- iii. Ensure compliance with all pertinent legislation, rules and regulations including, but not limited those relating to the environment and health and safety;
- iv. Ensure the application of best practices during projects and ensure timely execution of the tasks required by management;
- v. Maintain proper records and contribute to the preparation of financial estimates, business plans, annual and term reports including identification of action required;
- vi. Inspect the work premises on a regular basis to determine any faults, repairs or maintenance that are required;
- vii. Carry out tasks pertaining to the various technical areas to ensure retainment of skills;
- viii. Assist their superiors regarding procurement procedures and disbursement of funds;
- ix. Manage resources, including human resources, equipment and consumables, in the most effective and efficient manner;
- x. Provide leadership to the staff including supervision, practical mentoring, training, performance evaluation, and delegation of authority;
- xi. Provide regular feedback and points out areas for improvement regarding the day-to-day operations;
- xii. Allocate work amongst staff within his area to ensure quality, timeliness, and measurable results in relation to planned objectives and to work-place priorities;
- xiii. Keep up to date with knowledge and practices pertaining to their technical area of work;
- xiv. Reviewing of reports and taking any necessary action required;
- xv. Spearheading new initiatives that are launched by Management;
- xvi. Participate in any training and development needs as required by Management;
- xvii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xviii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xix. Any other duties as directed by the Principal Permanent Secretary.