

Anness A

Ministry:	<i>Ministeru għall-Enerġija, l-Ambjent u R-Rigenerazzjoni tal-Port il-Kbir</i>	 GVERN TA' MALTA MINISTERU GĦALL-ENERĠIJA, L-AMBJENT U R-RIGENERAZZJONI TAL- PORT IL-KBIR
Job Title:	<i>Assistant Manager</i>	
Dmirijiet u Responsabbiltajiet		

- i. Iwettaq spezzjonijiet fuq persuni li, permezz ta' ordni tal-Qorti, ikunu ġew ipprojbti milli jżommu annimali jew milli jirrisjedu f'post fejn jinżammu annimali.
- ii. Jakkumpanja uffiċjali oħra waqt spezzjonijiet relatati ma' każijiet ta' mohqrija fuq l-annimali.
- iii. Ifassal rapporti, ihejji d-dokumentazzjoni u l-informazzjoni meħtieġa għal proċeduri fil-Qorti, u jagħti x-xhieda tiegħu fil-Qorti meta jkun meħtieġ.
- iv. Iwieġeb telefonati li jidhlu fuq il-linja telefonika pubblika tal-Uffiċċju tal-Kummissarju għat-Trattament Xieraq tal-Annimali u jieħu l-azzjoni meħtieġa skond il-każ.
- v. Jassisti lill-Kummissarju għat-Trattament Xieraq tal-Annimali u lill-Manager II fl-arrangamenti logistiċi marbuta ma' attivitajiet u avvenimenti pubbliċi.
- vi. Jieħu hsieb, fuq bażi ta' kuljum, il-vetturi tal-Uffiċċju tal-Kummissarju u jiżgura li dawn jinżammu fi stat xieraq..
- vii. Iwettaq kull dmir ieħor li jista' jiġi assenjat lilu mill-Kummissarju u/jew mill-Manager II b'appoġġ għall-funzjonijiet u l-għanijiet tal-Uffiċċju.
- viii. Twettaq kull dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' oqsma oħra kif ikkonfermat mis-Segretarju Permanenti.
- ix. Twettaq kull kompitu ieħor li s-superjur jista' jiddelega lilha/lilu, kif jista' jkun meħtieġ.
- x. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

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Ministry:	<i>Ministry for Energy, the Environment and the Regeneration of the Grand Harbour</i>	 GOVERNMENT OF MALTA MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR
Job Title:	<i>Assistant Manager</i>	
Duties and Responsibilities		

- i. Carry out inspections on individuals who were banned by Court to keep animals or to reside with animals.
- ii. Accompany other Officers on inspections related to animal cruelty.
- iii. Draft reports and prepare Court testimony. Testify in Court when required.
- iv. Answer calls on Commissioner's office publicly available telephonic line.
- v. Assist the Commissioner and Manager II during public commitments logistics.
- vi. Daily upkeeping of Commissioner's office vehicles.
- vii. Perform any other duties that may reasonably be assigned in support of the Office's functions and objectives by the Commissioner for Animal Welfare and/or by the Manager II.
- viii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- ix. Undertake any other tasks, which the superior may delegate to him/her, as may be required.
- x. Any other duties as directed by the Principal Permanent Secretary