

Anness A



Ministeru	<i>Ministeru għall-Arti, Kultura u Wirt Nazzjonali</i>
L-impjeg	<i>Graduate Architect/Junior Architect and Civil Engineer/Architect and Civil Engineer</i>

MINISTERU GĦALL-ARTI, KULTURA U WIRT NAZZJONALI
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Dmirijiet u Responsabbiltajiet

- i. Jagħmel spezzjonijiet għall-assessjar u preparazzjoni ta' rapporti dwar il-kundizzjoni ta' fortijiet, swar, bini storiku u strutturi oħra kif meħtieġ;
- ii. Jipprepara *architectural surveys* u *deterioration mapping* u jgħin fid-disinn ta' interventi ta' restawr u preparazzjoni ta' *Restoration Method Statements* kif meħtieġ;
- iii. Jipprepara dokumenti għal sejhiet għall-offerti fosthom speċifikazzjonijiet tekniċi u *bill of quantities* għall-esekuzzjoni ta' proġetti ta' restawr, rijabilitazzjoni u inġinerija ċivili;
- iv. Jagħmel superviżjoni tas-siti ta' xogħlijiet ta' restawr u inġinerija ċivili mwettqa kemm mill-haddiema tad-Dipartiment tar-Restawr u l-Preservazzjoni kif ukoll minn kuntratturi privati;
- v. Jiċċertifika pagamenti għax-xogħlijiet lesti and jiżgura li dawn ikunu skont l-ispeċifikazzjonijiet u l-kundizzjonijiet tat-tender;
- vi. Jikkoordina u jikkollabora ma' entitajiet u aġenziji rilevanti involuti fil-kura tal-patrimonju kif ukoll fit-tfassil ta' strateġiji effettivi biex ikunu salvagwardjati monumenti u siti;
- vii. Jipparteċipa f'riċerka u attivitajiet oħra mmirati lejn it-titjib tat-teknici ta' restawr, it-titjib tal-prattiċi tax-xogħol tad-Dipartiment, u l-kontribut għal inizzjattivi ppjanati ta' trasformazzjoni diġitali;
- viii. Jwettaq dmirijiet oħra skont kif ikun mixtieq mid-Direttur (Proġetti) fid-Dipartiment tar-Restawr u l-Preservazzjoni u/jew ir-rappreżentant tiegħu;
- ix. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni

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Ministry	<i>Ministry for Arts, Culture and National Heritage</i>
Job title	<i>Graduate Architect/Junior Architect and Civil Engineer/Architect and Civil Engineer</i>

MINISTRY FOR ARTS, CULTURE AND NATIONAL HERITAGE
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Duties and responsibilities

- i. Carrying out of inspections with the aim of assessing and drawing up condition reports of forts, fortifications, historic buildings, and other structures as necessary;
- ii. Carrying out architectural surveys and deterioration mapping, assisting in designing restoration interventions and preparation of Restoration Method Statements as necessary;
- iii. Drawing up of tender documents including preparation of technical specifications and bills of quantities for the execution of restoration, rehabilitation and civil engineering projects as necessary;
- iv. Site supervision of restoration and civil engineering works carried out both by the Restoration and Preservation Department workforce and private contractors;
- v. Certifying payment certificates for completed works and ensures that these are according to tender specifications and conditions;
- vi. Liaising and collaborating with relevant entities and agencies involved in heritage management in drawing up effective strategies for the safeguard of monuments and sites;
- vii. Participating in research and other activities aimed at upgrading restoration techniques, improving the Department's works practices, and contributing to planned digital transformation initiatives;
- viii. Performing other duties as may be deemed appropriate by the Director (Projects) within the Restoration and Preservation Department and/or his representative;
- ix. Any other duties as directed by the Principal Permanent Secretary.