

Anness A



Ministeru	<i>Ministeru għall-Arti, Kultura u Wirt Nazzjonali</i>
L-impjeg	<i>Assistant Foreman</i>

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

Dmirijiet u Responsabbiltajiet

- i. Jissorvelja, jikkoordina u jassenja lill-ħaddiema taħt ir-responsabbiltà tiegħu/tagħha għal dmirijiet kemm fuq is-siti kif ukoll fl-uffiċċju, filwaqt li jiżgura li l-operat ta' kuljum jitwettaq b'mod effiċjenti u skont il-prijoritajiet tad-Dipartiment.
- ii. Jevalwa l-ħtiġijiet operattivi u jiżgura li l-ħaddiema jkunu pprovduti bl-għodod, it-tagħmir, il-materjal, l-ilbies protettivi u riżorsi oħra meħtieġa sabiex iwettqu x-xogħlijiet assenjati lilhom b'mod sigur u effettiv.
- iii. Jassisti fl-ippjanar u l-monitoraġġ tax-xogħlijiet fuq il-post, inkluż l-iskedar ta' prioritajiet, laqgħat ta' progress, fit-thejjija tal-minuti, fiż-żamma ta' registri ta' kuljum u rekords fotografici, kif ukoll fl-aġġornament tal-file relatat mal-proġett miżmum fuq il-post.
- iv. Jassisti waqt operazzjonijiet esterni billi jispezzjona x-xogħlijiet, jirrapporta dwar il-progress tagħhom, jidentifika nuqqasijiet u riskji fuq il-post, jassisti fit-thejjija tal-Valutazzjonijiet tar-Riskju, u jirakkomanda miżuri sabiex jitnaqqas id-dewmien u jittejjeb l-għoti tas-servizz.
- v. Jiżgura li x-xogħlijiet jitwettqu skont l-istandards meħtieġa u, meta jkun/tkun assenjat/a bħala Superviżur tas-Sit, jsegwi l-prattiki ta' xogħol sigur u jħares il-konformità mal-Pjan tas-Saħħa u s-Sigurtà u mal-proċeduri stabbiliti.
- vi. Jikkoordina l-logistika relatata mat-trasport, inkluż l-iskedar u l-allokazzjoni ta' vetturi, sewwieqa tal-inġenji, trakkijiet u makkinarju meħtieġ għall-operat tad-Dipartiment.
- vii. Izomm kuntatt ma' sezzjonijiet interni, fornituri esterni u unitajiet rilevanti sabiex jappoġġja l-andament bla xkiel tax-xogħlijiet, il-provvista u ċ-ċaqliq tal-materjal, l-arrangamenti tat-trasport u t-talbiet operattivi bejn siti differenti.
- viii. Izomm ir-rekords operattivi essenzjali u, fejn meħtieġ, jassisti fit-thejjija ta' pjanti *as carried out* kif ukoll fil-monitoraġġ wara t-tlestija tax-xogħlijiet.
- ix. Izomm ir-rekords tal-ħinijiet tax-xogħol, ir-rekords tal-attendenza u informazzjoni oħra relatata mal-ħaddiema, filwaqt li jiżgura li kwistjonijiet relatati mal-puntwalità, l-imġiba, id-dixxiplina u l-benesseri tal-ħaddiema jiġu mmonitorjati u rappurtati kif meħtieġ.
- x. Juża s-sistemi tal-IT tad-Dipartiment sabiex jikkompila data operattiva u jhejji rapporti ta' kull xahar, rapporti intermedji u rapporti interni.
- xi. Iwettaq kull dmir ieħor li jista' jiġi ddelegat lilu/lilha mis-superjur tiegħu/tagħha, skont il-ħtieġa; u
- xii. Iwettaq kull dmir ieħor skont kif jiġi ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



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

Ministry	<i>Ministry for Arts, Culture and National Heritage</i>
Job title	<i>Assistant Foreman</i>

Duties and Responsibilities

- i. Supervises, coordinates and deploys staff under his/her charge for both site-based and office-based duties, ensuring that daily operations are carried out efficiently and according to departmental priorities.
- ii. Assesses operational requirements and ensures that employees are provided with the necessary tools, equipment, materials, protective apparel and other resources required to carry out assigned works safely and effectively.
- iii. Assists in planning and monitoring site works, including priorities, progress meetings, minutes, daily logs, photographic records, and keeping the on-site Project File updated.
- iv. Assists during external operations by inspecting works, reporting progress, identifying shortcomings and site risks, supporting Risk Assessments, and recommending measures to reduce delays and improve service delivery.
- v. Ensures works meet required standards and, when assigned as Site Supervisor, monitors safe working practices and compliance with the Health and Safety Plan and established procedures.
- vi. Coordinates transport logistics, including scheduling and deployment of vehicles, heavy plant drivers, trucks and machinery required for departmental operations.
- vii. Liaises with internal sections, external suppliers and relevant units to support the smooth flow of works, materials, transport arrangements and operational requests across different sites.
- viii. Maintains essential operational records and assists with 'as carried out' drawings and post-completion monitoring when required.
- ix. Maintains timekeeping records, attendance records and related staff information, ensuring that punctuality, conduct, discipline and welfare matters are monitored and reported as required.
- x. Uses departmental IT systems to compile operational data and issue monthly, intermediate and internal reports.
- xi. Undertakes any other tasks, which the superior may delegate to them, as may be required; and
- xii. Any other duties as directed by the Principal Permanent Secretary.