Annex A

Electoral Office

Ex-Trade Fair Grounds

Naxxar

Duties and responsibilities

FIELD OFFICER IN THE OFFICE OF THE ADDRESS REGISTRAR IN THE ELECTORAL OFFICE

1. Conducting door numbering and street naming duties exercising the powers permitted by the legislation;
2. Carrying out duties both at the office and onsite according to the exigencies;
3. Ensure compliance with the legislative framework and address management protocols;
4. Monitor developments in the building landscape which affects door numbering through development plans and create address points in the Address Management System;
5. Maintaining quality standards at all time in carrying out assigned duties and ensuring that same is being maintained by subordinates;
6. Keeping records related to works carried out continuously updated;
7. Driving light vehicles;
8. Taking action in the case of defaulters where doors numbers are not affixed despite having been duly informed;
9. Mentoring subordinates and recognising training needs where required;
10. Investigate, validate and resolve address-related inquiries originating from various departments, entities and the general public
11. Conducting researches as regards to past door numbering and street naming exercises;
12. Assisting senior staff, including Senior Field Officers and performing any other duties compatible with the post;
13. Undertakes any other tasks, which the superior may delegate to him/her, as may be required
14. Any other duties as directed by the Principal Permanent Secretary.

Anness A

Uffiċċju Elettorali
Ex-Trade Fair Grounds
Naxxar

Dmirijiet u responsabbiltajiet

FIELD OFFICER FL-UFFIĊĊJU TAR-REĠISTRATUR TAL-INDIRIZZI FL-UFFIĊĊJU ELETTORALI

1. Twettaq eżerċizzji ta' numerar ta' bibien u ta' tismija ta' toroq, skont il-poteri mogħtija mil-liġi;
2. Twettaq dmirijiet kemm mill-uffiċċju kif ukoll fuq barra skont l-eżiġenzi;
3. Tiżgura li jiġu osservati kemm il-qafas legali u kif ukoll il-protokoll dwar l-immaniġġjar tal-indirizzi;
4. Monitoraġġ tal-iżvilupp fil-qasam tal-bini li jista' jaffettwa n-numerar tal-bibien, permezz ta' pjanti ta' żvilupp u li toħloq punti tal-indirizzi fl-Address Management System;
5. Tiżgura li jinżammu standards ta' kwalità l-ħin kollu fil-qadi tad-dmirijiet u tiżgura li dawn l-istandards jinżammu mill-impjegati;
6. Jinżammu aġġornati r-rekords tax-xogħlijiet li jkunu saru;
7. Sewqan ta' karozzi;
8. Tittieħed azzjoni kontra min ma jwaħħalx in-numru tal-bieb għalkemm ikun ġie infurmat;
9. Trawwem impjegati u tagħraf tidentifika ħtieġa għal iżjed taħriġ;
10. Tinvestiga, tivvalida u ssolvi talbiet marbuta mal-indirizzi kemm mill-varji dipartmenti, u kif ukoll mill-entitajiet u mill-pubbliku;
11. Twettaq riċerka dwar eżerċizzji tal-passat dwar numerar ta' bibien u ta' tismija ta' toroq;
12. Tassisti staff iktar anzjan, inklużi Senior Field Officers u twettaq dmirijiet oħra kompatibbli mar-rwol;
13. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ
14. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.