Anness A

Ministeru	Uffiċju tad-Deputat Prim Ministru u Ministru għas-Saħħa
L-impjieg	Head (Technical)

OFFICE of THE DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

i. Jirrapporta lid-Direttur u/jew lill-Assistent Direttur tad-Dipartiment tal-Inġinerija Bijomedika f'Mater Dei Hospital, jissorvelja lill-Maniġers tal-Operat u lill-impjegati tekniċi assenjati lilu, u jipprovdi tmexxija teknika, operattiva u maniġerjali. Iwettaq funzjonijiet ta' Maniġer Anzjan tal-Operat, soġġett għall-konferma tan-nomenklatura uffiċjali.

ii. Imexxi t-taqsimiet assenjati lilu skont il-ħtiġijiet tad-Dipartiment. Dawn jistgħu jinkludu tagħmir li jsostni l-ħajja, mediku, bijomediku, tar-radjazzjoni, iperbariku u tal-laboratorju; ambulanzi; servizzi renali, reverse osmosis u terapija kontinwa ta' sostituzzjoni renali fit-terapija intensiva; gassijiet mediċi; elettronika ġenerali; sodod tal-isptar; refriġerazzjoni; il-Workshop Mekkaniku; u tagħmir u servizzi tekniċi għal entitajiet esterni tal-kura tas-saħħa f'Malta u Għawdex.

iii. Imexxi l-operat u jalloka r-riżorsi; jipprijoritizza tiswijiet, manutenzjoni preventiva ppjanata u interventi urġenti skont ir-riskju kliniku. Jissorvelja ħsarat, ħinijiet ta' rispons u disponibbiltà tat-tagħmir, u jikkoordina l-on-call u l-kontinwità tas-servizz. Jagħti direzzjoni teknika dwar ħsarat kumplessi u jikkoordina interventi f'żoni kliniċi kritiċi sabiex jiżgura tagħmir sigur u affidabbli.

iv. Jissorvelja l-prestazzjoni, l-attendenza u l-kwalità tax-xogħol; jidentifika ħtiġijiet tal-impjegati, tas-suċċessjoni u tat-taħriġ. Jappoġġja l-induzzjoni, il-mentoring, it-trasferiment tal-għarfien u taħriġ speċjalizzat, u jżomm rekords tal-kompetenzi. Jikkontribwixxi għall-Analiżi tal-Ħtiġijiet ta' Taħriġ u għall-pjan annwali, inkluż taħriġ mill-manifatturi għal utenti ċċertifikati u tekniċi awtorizzati.

v. Jissorvelja Clingo jew is-sistema li tissostitwiha, il-Librerija tat-Tagħmir Mediku u r-rekords tar-Reġistru tal-Assi Fissi. Jiżgura aċċettazzjoni, kummissjonar, reġistrazzjoni u traċċabbiltà; jevalwa l-ispejjeż tul iċ-ċiklu tal-ħajja u jirrakkomanda tiswija, sostituzzjoni jew rimi. Jiżgura l-ispezzjoni ta' tagħmir ġdid u l-awtorizzazzjoni għall-użu kliniku, u jevalwa tagħmir lil hinn minn tiswija ekonomikament vijabbli.

vi. Jikkontribwixxi għal speċifikazzjonijiet u ġustifikazzjonijiet tekniċi tal-akkwist; jevalwa sottomissjonijiet u jipparteċipa f'kumitati meta jinħatar. Jikkoordina tiswijiet esterni u ftehimiet ta' servizz, jissorvelja l-kuntratturi u jivverifika rapporti, job sheets u fatturi. Jivverifika l-konformità teknika u t-twettiq tal-obbligi kuntrattwali qabel jirrakkomanda aktar ipproċessar.

vii. Jiżgura konformità mal-liġijiet, l-istandards, l-istruzzjonijiet tal-manifatturi, il-proċeduri tal-isptar u s-saħħa u s-sigurtà. Jinvestiga inċidenti tat-tagħmir, iżomm rekords għall-awditjar, jeżamina riskji u proċeduri u jappoġġja t-tħejjija għall-emerġenzi.

viii. Jagħti pariri lill-maniġment u jikkontribwixxi għall-baġits, l-ippjanar tal-ħaddiema u l-iżvilupp tas-servizzi. Jikkollabora ma' dipartimenti kliniċi u ta' appoġġ u fornituri esterni, u jippromwovi l-użu responsabbli tar-riżorsi pubbliċi. Jidentifika ħtiġijiet futuri tat-tagħmir u tal-infrastruttura u jirrappreżenta lid-Dipartiment f'laqgħat u kumitati meta jintalab.

ix. Japplika għarfien rilevanti tal-inġinerija, inklużi sistemi awtomatizzati u robotiċi, ġudizzju sod, tmexxija, komunikazzjoni u integrità. Il-kwalifiki u l-eliġibbiltà huma skont il-Ftehim Kollettiv Tekniku applikabbli u s-sejħa uffiċjali. Iwettaq żvilupp kontinwu, on-call, xogħol barra l-ħinijiet normali u f'faċilitajiet appoġġjati kif meħtieġ. L-allokazzjoni tat-taqsimiet tista' tinbidel skont il-ħtiġijiet tas-servizz.

x. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u

xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Head (Technical)

OFFICE of THE DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

i. Report to the Director and/or Assistant Director of the Biomedical Engineering Department at Mater Dei Hospital, supervise assigned Operations Managers and technical employees, and provide technical, operational and managerial leadership. Perform Senior Operations Manager functions, subject to confirmation of the official nomenclature.

ii. Manage the sections assigned according to departmental needs. These may include life-support, medical, biomedical, radiation, hyperbaric and laboratory equipment; ambulances; renal services, reverse osmosis and continuous renal replacement therapy in intensive care; medical gases; general electronics; hospital beds; refrigeration; the Mechanical Workshop; and equipment and technical services for external healthcare entities in Malta and Gozo.

iii. Lead daily operations and allocate resources; prioritise repairs, planned preventive maintenance and urgent interventions according to clinical risk. Monitor faults, response times and downtime, and coordinate on-call cover and service continuity. Provide technical direction on complex faults and coordinate interventions in critical clinical areas to ensure safe, reliable equipment.

iv. Supervise employee performance, attendance and work quality; identify staffing, succession and training needs. Support induction, mentoring, knowledge transfer and specialist training, maintaining competence records. Contribute to the Training Needs Analysis and annual plan, including manufacturer training for certified users and authorised technicians.

v. Oversee Clingo or its replacement, the Medical Equipment Library and Fixed Asset Register records. Ensure equipment acceptance, commissioning, registration and traceability; assess lifecycle costs and recommend repair, replacement or disposal. Ensure inspection of new equipment and authorisation for clinical use, and assess equipment beyond economic repair.

vi. Contribute to procurement specifications and technical justifications; assess submissions and participate in evaluation committees when appointed. Coordinate external repairs and service agreements, monitor contractors and verify technical reports, job sheets and invoices. Verify technical compliance and fulfilment of contractual obligations before recommending further processing.

vii. Ensure compliance with legislation, standards, manufacturer instructions, hospital procedures and health and safety requirements. Investigate equipment incidents, maintain audit records, review risks and procedures, and support emergency preparedness.

viii. Advise management and contribute to budgets, workforce planning and service development. Collaborate with clinical and support departments and external providers, and promote responsible use of public resources. Identify future equipment and infrastructure needs and represent the Department at meetings and committees when requested.

ix. Apply relevant engineering knowledge, including automated and robotic systems, sound judgement, leadership, communication and integrity. Qualifications and eligibility remain subject to the applicable Technical Collective Agreement and official call. Undertake continuing development, on-call and out-of-hours duties and work at supported healthcare facilities as required. Section allocations may change with service needs.

x. Undertake any other tasks, which the superior may delegate to them, as may be required; and

xi. Any other duties as directed by the Principal Permanent Secretary.