Anness A

Ministry:	*Ministeru għall-Enerġija, l-Ambjent u R-Riġenerazzjoni tal-Port il-Kbir*	**GVERN TA' MALTA** MINISTERU GĦALL-ENERĠIJA, L-AMBJENT U R-RIĠENERAZZJONI TAL-PORT IL-KBIR
Job Title:	*Operations Manager (Technical)*	

Dmirijiet u Responsabbiltajiet

i. Jmexxu b' mod effettiv u effiċjenti l-operat ta' kuljum tal-Unit billi jwettqu riforma strutturali u riorganizzattiva;
ii. Jippjanaw, jikkoordinaw u jimmonitorjaw proġetti tal-Unit u jimminimizzaw it-tfixkil waqt l-ogħla ħinijiet ta' żjarat;
iii. Jiżguraw l-konformità mal-leġiżlazzjoni, ir-regoli u r-regolamenti kollha pertinenti inklużi, iżda mhux limitati għal, dawk relatati mal-ambjent u s-saħħa u s-sigurtà;
iv. Jiżguraw l-applikazzjoni tal-aħjar prattiki fil-ġestjoni tal-proġetti u jiżguraw t-twettiq f'waqtu tal-kompiti kif meħtieġ mill-management;
v. Jżommu rekords xierqa u jikkontribwixxu għat-tħejjija ta' stimi finanzjarji, pjanijiet ta' negozju, rapporti annwali u ta' żmien inkluża l-identifikazzjoni ta' azzjoni meħtieġa;
vi. Jispezzjonaw l-għant tax-xogħol fuq bażi regolari biex jiddeterminaw kwalunkwe ħsara, tiswija jew manutenzjoni li huma meħtieġa;
vii. Jesegwixxu xogħlijiet relatati mal-oqsma tekniċi biex jassiguraw żamma tal-ħiliet tekniċi;
viii. Jgħinu lis-superjuri tagħhom rigward proċeduri ta' akkwist u ħruġ ta' fondi;
ix. Jiġġestixxu r-riżorsi, inklużi r-riżorsi umani, it-tagħmir u l-konsumabbli, bl-aktar mod effettiv u effiċjenti;
x. Jipprovdu tmexxija lill-ħaddiema inklużi s-superviżjoni, mentoring prattiku, it-taħriġ, l-evalwazzjoni tal-prestazzjoni, u d-delegazzjoni tal-awtorità;
xi. Jipprovdu feedback regolari u jidentifikaw oqsma fl-operat ta' kuljum li jistgħu jitjiebu
xii. Jallokaw ix-xogħol bejn l-ħaddiema li jaqaw taħt ir-responsabbiltà tagħhom biex jassiguraw kwalità, xogħol fil-ħin, u riżultati li jistgħu jitkejlu fir-rigward ta' miri li jridu jintlaħqu u prijoritajiet ta' xogħol;
xiii. Jżommu ruħhom aġġornati fuq għarfien u prattiki li għandhom x' jaqsmu max-xogħol tekniku tagħhom;
xiv. Jirrevedu rapporti u jieħdu azzjoni skont l-ħtieġa;
xv. Jmexxu inizjattivi ġodda li jridu jiġu mnedija mill-Management;
xvi. Jipparteċipaw f' taħriġ għal-żvilupp ta' ħiliet skont il-ħtieġa tal-management;
xvii. Jwettqu dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti meħtieġ;
xviii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, kif jista' jkun meħtieġ; u
xix. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry:	*Ministry for Energy, the Environment and the Regeneration of the Grand Harbour*	**GOVERNMENT OF MALTA** MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR
Job Title:	*Operations Manager (Technical)*	
Duties and Responsibilities		

i. Manage in an effective and efficient manner, the daily operations of the Unit by carrying out structural and reorganizational reform;
ii. Plan, coordinate and monitor any projects that fall under the unit and ensure that disruptions are minimised during peak visiting times;
iii. Ensure compliance with all pertinent legislation, rules and regulations including, but not limited to, those relating to the environment and health and safety;
iv. Ensure the application of best practices during projects and ensure timely execution of the tasks as required by management;
v. Maintain proper records and contribute to the preparation of financial estimates, business plans, annual and term reports including identification of action required;
vi. Inspect the work premises on a regular basis to determine any faults, repairs or maintenance that are required;
vii. Carry out tasks pertaining to the various technical areas to ensure retainment of skills;
viii. Assist their superiors regarding procurement procedures and disbursement of funds;
ix. Manage resources, including human resources, equipment and consumables, in the most effective and efficient manner;
x. Provide leadership to the staff including supervision, practical mentoring, training, performance evaluation, and delegation of authority;
xi. Provide regular feedback and points out areas for improvement regarding the day-to-day operations;
xii. Allocate work amongst staff within his area to ensure quality, timeliness, and measurable results in relation to planned objectives and to work-place priorities;
xiii. Keep up to date with knowledge and practices pertaining to their technical area of work;
xiv. Reviewing of reports and taking any necessary action required;
xv. Spearheading new initiatives that are launched by Management;
xvi. Participate in any training and development needs as required by Management;
xvii. Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
xviii. Undertake any other tasks, which the superior may delegate to them, as may be required; and
xix. Any other duties as directed by the Principal Permanent Secretary.

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