Ministeru	Ministeru għall-Gvern Lokali u x-Xogħlijiet Pubbliċi
L-impjieg	*Manager II*

Anness A

Dmirijiet u responsabbiltajiet

i. Imexxi u jikkoordina l-operat tat-tindif pubbliku fiż-żona assenjata, filwaqt li jiżgura l-għoti effiċjenti tas-servizzi u l-użu xieraq tar-riżorsi umani, tal-inġenji, tat-tagħmir u tal-materjali ;

ii. Jaġixxi bħala Zone Manager, billi jipprovdi direzzjoni, superviżjoni u kontroll ta' kuljum tal-operat, inkluż l-assenjazzjoni tax-xogħol, l-allokazzjoni tal-ħaddiema u l-użu tar-riżorsi disponibbli skont il-prijoritajiet operattivi ;

iii. Imexxi, jiggwida u jiżgura li jsiru żjarat xierqa fuq il-post sabiex jiġu mmonitorjati l-produttività, l-effiċjenza u l-prestazzjoni tal-ħaddiema ;

iv. Jissorvelja r-rapporti li jaslu, il-programmi ta' ħidma u l-kwistjonijiet operattivi, filwaqt li jiżgura li jittieħed is-segwitu xieraq u li x-xogħlijiet jitwettqu skont l-istandards stabbiliti u fiż-żmien meħtieġ;

v. Jiffaċilita koordinazzjoni effettiva bejn is-sezzjonijiet u jikkollabora ma' Zone Managers oħra, dipartimenti u entitajiet, kif meħtieġ, sabiex jiġu żgurati l-kontinwità u l-għoti effettiv tas-servizzi ;

vi. Jipprovdi pariri u assistenza lid-Direttur dwar il-ħtiġijiet operattivi, l-effiċjenza maniġerjali, l-allokazzjoni tar-riżorsi u kwistjonijiet li jeħtieġu direzzjoni jew intervent ;

vii. Jikkoordina l-ħtiġijiet operattivi, inkluż l-akkwist u l-allokazzjoni ta' materjali, tagħmir u riżorsi oħra meħtieġa għal avvenimenti, proġetti u programmi ta' ħidma li jkunu ġejjin;

viii. Jiżgura li jinżammu l-istandards stabbiliti relatati mal-identità viżiva tad-Diviżjoni u mal-kwalità tas-servizz;

ix. Jiżgura li l-kondotta, id-dixxiplina, il-puntwalità, is-saħħa u s-sigurtà, kif ukoll il-benesseri tal-ħaddiema, jiġu mmonitorjati u indirizzati kif xieraq;

x. Iħejji rapporti dixxiplinarji u jsegwi l-proċeduri dixxiplinarji applikabbli, filwaqt li jżomm relazzjonijiet pubbliċi tajbin;

xi. Jippromwovi r-responsabbiltà u r-rispons fil-pront fiż-żona assenjata, filwaqt li jiżgura li kwistjonijiet operattivi u problemi rrappurtati jiġu indirizzati minnufih u b'mod effettiv;

xii. Jagħmel użu effettiv mis-sistemi tal-IT, mill-posta elettronika, mill-pjattaformi diġitali u minn sistemi oħra bbażati fuq l-IT li jintużaw mid-Diviżjoni għall-komunikazzjoni, ir-rappurtar, il-koordinazzjoni u l-monitoraġġ, u jżomm il-livell ta' għarfien diġitali meħtieġ għat-twettiq effettiv ta' dmirijiet;

xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u

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

Ministry	Ministry for Local Government and Public Works
Job title	*Manager II*

Annex A

MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS

CLEANSING AND MAINTENANCE DIVISON, 87, TARXIEN ROAD, LUQA.

Duties and responsibilities

i. Leads and coordinates public cleansing operations within the assigned zone, ensuring the efficient delivery of services and the proper utilisation of human resources, plant, equipment, and materials;

ii. Acts as Zone Manager, providing day-to-day direction, supervision, and control of operations, including job assignments, allocation of staff and deployment of available resources according to operational priorities;

iii. Leads, guides and ensures that appropriate site visits are carried out to monitor the productivity, efficiency, and performance of the workforce;

iv. Monitors incoming reports, programmes of work and operational issues, ensuring appropriate follow-up and that works are carried out according to established standards and within the required timeframes;

v. Facilitates effective coordination between sections and liaises with other Zone Managers, departments, and entities as necessary to ensure continuity and effective delivery of services;

vi. Provides advice and assistance to the Director on operational requirements, managerial efficiency, resource deployment and matters requiring direction or intervention;

vii. Coordinates operational requirements, including the procurement and allocation of materials, equipment and other resources required for upcoming events, projects, and programmes of work;

viii. Ensures that established standards relating to the Division's branding and quality of service are maintained;

ix. Ensures that conduct, discipline, punctuality, health and safety and the welfare of the workforce are appropriately monitored and addressed;

x. Prepares disciplinary reports and follows the applicable disciplinary procedures while maintaining good public relations;

xi. Promotes accountability and responsiveness within the assigned zone, ensuring that operational matters and reported issues are addressed promptly and effectively;

xii. Makes effective use of IT systems, email, digital platforms, and other IT-based systems utilised by the Division for communication, reporting, coordination, and monitoring, and maintains the level of digital knowledge necessary for the effective performance of duties;

xiii. Undertakes any other tasks which the superior may delegate to him/her, as may be required; and

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