Anness A

Ministeru	Ministeru għall-Agrikoltura, is-Sajd u l-Provvista tal-Ikel
L-impjieg	Post ta' Veterinary Technical Officer (Diploma) / Veterinary Technical Officer (Degree)

Ufficcju tas-Segretarju Permanenti
Pinto Business Centre, Mill Street, Qormi

Dmirijiet u responsabbiltajiet

i. Iwettaq jew jassisti uffiċjali awtorizzati fit-twettiq ta' kontrolli uffiċjali u attivitajiet tekniċi fil-kompetenza tad-Direttorat għas-Servizzi Veterinarji, skont il-leġiżlazzjoni applikabbli u l-proċeduri stabbiliti;

ii. Jassisti fi spezzjonijiet u verifiki ta' stabbilimenti veterinarji u postijiet fejn jiġu mmaniġġjati prodotti mediċinali veterinarji jew għalf medikat, jiċċekkja r-rekords u l-konformità mal-kundizzjonijiet tal-liċenzji, jiddokumenta s-sejbiet u jirreferi n-nuqqasijiet lill-uffiċjal responsabbli;

iii. Jassisti f'attivitajiet ta' sorveljanza regolatorja, investigazzjonijiet u infurzar, inklużi l-ġbir ta' kampjuni u evidenza, it-tħejjija ta' rapporti ta' spezzjoni u s-segwitu ta' azzjonijiet korrettivi taħt id-direzzjoni ta' uffiċjali awtorizzati;

iv. Jipprovdi appoġġ tekniku għall-evalwazzjoni u l-ipproċessar ta' applikazzjonijiet, notifiki u dokumentazzjoni għal-liċenzjar relatati ma' prodotti mediċinali veterinarji u stabbilimenti veterinarji, u jżomm ir-reġistri u l-bażijiet tad-dejta rilevanti;

v. Janalizza l-leġiżlazzjoni, il-linji gwida tekniċi u l-proċeduri rilevanti, jipprepara sommarji u rapporti tekniċi, u jassisti fl-aġġornament tal-proċeduri operattivi u r-rekords tad-Direttorat;

vi. Jassisti fl-implimentazzjoni ta' proċeduri ta' sigurtà fuq il-post tax-xogħol, u bijosigurtà, inkluż l-immaniġġjar, il-ħażna u r-rimi sikur ta' kampjuni, kimiċi u materjali bijoloġiċi, u jirrapporta perikli u ħsarat fit-tagħmir;

vii. Jassisti fl-implimentazzjoni ta' programmi ta' monitoraġġ u proġetti tekniċi, inkluż il-ġbir u l-verifika ta' dejta dwar prodotti mediċinali veterinarji, l-użu ta' antimikrobiċi u materji oħra assenjati fil-kompetenza tad-Direttorat;

viii. Jiġbor, jivverifika u jikkompila dejta teknika u statistika, iżomm rekords u bażijiet tad-dejta preċiżi, u jipprepara rapporti perjodiċi u informazzjoni meħtieġa minn uffiċjali oħla;

ix. Jipprovdi informazzjoni teknika lill-partijiet interessati fil-limiti tal-kariga, jassisti f'attivitajiet ta' għarfien dwar l-użu responsabbli ta' prodotti mediċinali veterinarji, u jattendi taħriġ, laqgħat u seminars rilevanti f'Malta u barra minn Malta;

x. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xi. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

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

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Indirizz Elettroniku : humanresources.maff@gov.mt
Numri tat-Telefon : 2339 7227

Annex A

Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Post of Veterinary Technical Officer (Diploma) / Veterinary Technical Officer (Degree)

Office of the Permanent Secretary
Pinto Business Centre, Mill Street, Qormi

Duties and responsibilities

i. Carries out or assists authorised officials in carrying out official controls and technical activities within the remit of the Directorate for Veterinary services, in accordance with applicable legislation and established procedures;

ii. Assists in inspections and audits of veterinary establishments and premises handling veterinary medicinal products or medicated feed, checks records and compliance with licensing conditions, documents findings and refers deficiencies to the responsible officer;

iii. Assists in regulatory oversight activities, investigations and enforcement, including the collection of samples and evidence, the preparation of inspection reports and the follow-up of corrective actions under the direction of authorised officials;

iv. Provide technical support for the evaluation and processing of applications, notifications and documentation for licensing relating to veterinary medicinal products and veterinary establishments, and maintain the relevant registers and databases;

v. Analyse relevant legislation, technical guidelines and procedures, prepare technical summaries and reports, and assist in updating the Directorate's operational procedures and records;

vi. Assists in the implementation of workplace safety, and biosecurity procedures, including the safe handling, storage and disposal of samples, chemicals and biological materials, and reports hazards and equipment failures;

vii. Assists in the implementation of monitoring programmes and technical projects, including the collection and verification of data on veterinary medicinal products, the use of antimicrobials and other matters assigned within the remit of the Directorate;

viii. Collect, verify and compile technical and statistical data, maintain accurate records and databases, and prepare periodic reports and information required from senior officials;

ix. Provides technical information to stakeholders within the limits of his/her term of office, assists in awareness activities about the responsible use of veterinary medicinal products, and attends relevant training, meetings and seminars in Malta and abroad;

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

xi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

xii. Performs any other duties as directed by the Principal Permanent Secretary.

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