Anness A

Ministry:	*Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir*	**GVERN TA' MALTA** MINISTERU GĦALL-AMBJENT, L-ENERĠIJA U R-RIĠENERAZZJONI TAL-PORT IL-KBIR 6, TRIQ ĦAL QORMI, SANTA VENERA
Job Title:	*Operative IV*	

Dmirijiet u Responsabbiltajiet

i. Jassisti f'xogħol relatat mal-ħarsien tal-annimali, inkluż fit-tħejjija ta' kwalunkwe tagħmir meħtieġ għall-operat ta' kuljum.

ii. Inaddaf u jiddiżinfetta l-kompartimenti, l-vetturi u kwalunkwe tagħmir, għodda u/jew oġġetti oħra użati fl-operat ta' kuljum, skont il-proċeduri operattivi standard stabbiliti.

iii. Iwettaq, kif meħtieġ, u/jew jikkoordina xogħlijiet ta' manutenzjoni ġenerali u ta' żamma tajba tal-bini u l-faċilitajiet relatati mal-ħarsien tal-annimali, l-kompartimenti u t-tagħmir.

iv. Iwettaq xogħol relatat ma' proġetti speċifiċi, kif ordnat.

v. Jispezzjona u jżomm it-tagħmir taħt ir-responsabbiltà tiegħu u jiżgura li dan jinżamm f'kundizzjoni tajba ta' tħaddim.

vi. Iżomm rekords xierqa relatati mal-operat ta' kuljum.

vii. Jamministra l-oġġetti u l-materjal tal-maħżen skont l-istruzzjonijiet tas-superjuri tiegħu.

viii. Jiżgura li l-linji gwida dwar is-saħħa u s-sigurtà jiġu dejjem osservati u li jinżamm ambjent nadif u ordnat.

ix. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti, mid-Direttur għall-Ħarsien tal-Annimali u/jew mir-rappreżentanti tagħhom.

x. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry:	*Ministry for the Environment, Energy and Regeneration of the Grand Harbour*	**GOVERNMENT OF MALTA** MINISTRY FOR THE ENVIRONMENT, ENERGY AND THE REGENERATION OF THE GRAND HARBOUR 6, QORMI ROAD, STA VENERA
Job Title:	*Operative IV*	

Duties and Responsibilities

i. Assists in animal welfare-related work, including the preparation of any equipment required for daily operations.

ii. Cleans and disinfects pens, vehicles and any other equipment, tools and/or objects used for daily operations in accordance with standard operating procedures.

iii. Performs, as necessary, and/or coordinates general maintenance and upkeep on animal welfare premises, pens and equipment.

iv. Performs work related to specific projects, as directed.

v. Inspects and maintains equipment under their responsibility and ensures that it is kept in good working condition.

vi. Maintains proper records relating to daily operations.

vii. Manages store items as directed by superiors.

viii. Ensures that health and safety guidelines are always followed and that a clean and orderly environment is maintained.

ix. Performs any other duties as directed by the Permanent Secretary, the Director Animal Welfare and/or their representatives.

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