Anness A

Ministeru	*Ministeru għall-Arti, Kultura u Wirt Nazzjonali*
L-impjieg	*Technician*

MINISTERU GĦALL-ARTI, KULTURA U WIRT NAZZJONALI
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Dmirijiet u Responsabbiltajiet

i. Jikkordina mas-superjuri tiegħu/tagħha fit-twettieq ta' xogħlijiet tas-Sezzjoni tad-Dokumentazzjoni tad-Dipartiment sabiex jiġi assigurat illi d-dati stabbiliti jintlaħqu u sabiex il-kwalità tax-xogħol prodott jilħaq l-istandard mitlub;

ii. Jagħmel użu effiċjenti ta' ACAD fuq tpinġijiet ta' arkitettura u ta' restawr;

iii. Jassisti fit-twettiq ta *surveys*/*scans* ta' bini eżistenti u siti għal proġetti ta' restawr u riabilitazzjoni inkluż *deterioration mapping*;

iv. Jagħmel verifiki fuq il-post kif ukoll jassisti fil-monitoraġġ tal-progress ta' xogħlijiet ta' kostruzzjoni u restawr, u jipprepara disinnji *as-built* ta' proġetti li jkunu tlestew;

v. Jipprepara pjanti għal applikazzjonijiet għall-Awtorità tal-Ippjanar u jsegwi mill-qrib il-bidliet fir-Regolamenti tal-PA;

vi. Jassumi rwol proattiv fil-proġetti kollha u x-xogħlijiet li jridu jitwettqu, filwaqt li jantiċipa sfidi u problemi;

vii. Jiżgura li jibqa' aġġornat fuq kwistjonijiet tekniċi relatati mal-ippjanar kif ukoll fl-użu ta' *software* ta' disinn teknoloġiku;

viii. Jiżviluppa u jżomm relazzjonijiet tajba ta' xogħol fi ħdan id-Dipartiment kif ukoll ma' entitajiet esterni;

ix. Jirrappreżenta d-Direttorat (Proġetti) waqt laqgħat, żjarat fuq il-post, spezzjonijiet, seminars u taħriġ kif meħtieġ;

x. Jassisti fl-organizzazzjoni ta' librerija diġitali għal dokumenti relatati mal-proġetti u x-xogħolijiet imwettqa mid-Direttorat, u jiżgura li din il-librerija tinżamm kontinwament aġġornata;

xi. Jwettaq kwalunkwe kompitu ieħor li s-superjuri tiegħu jista' jassenja lilu, skont il-ħtieġa;

xii. Jagħmel kwalunkwe dmir ieħor skont il-ħtiġijiet tas-Servizz Pubbliku, kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	*Ministry for Arts, Culture and National Heritage*
Job title	*Technician*

MINISTRY FOR ARTS, CULTURE AND NATIONAL HERITAGE
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Duties and Responsibilities

i. Coordinates with his/her superiors to carry out the activities of the Documentation Section of the Department to ensure that time frames are met and that the quality of work produced is up to the required standard;

ii. Uses efficiently ACAD on architectural and restoration drawings;

iii. Assists in surveys/scans of existing buildings and sites for restoration and rehabilitation projects including deterioration mapping;

iv. Carries out site checks as well as assists in the monitoring of the progress of construction and restoration works and prepares as-built drawings of completed projects;

v. Prepares drawings for planning applications with the Planning Authority and keeps abreast with PA Policy changes;

vi. Assumes a proactive role in all projects and works to be undertaken, anticipates challenges and potential problems;

vii. Keeps up to date in technical planning issues and in the use of software design technology;

viii. Fosters and ensures good working relationships within the Department as well as with external entities;

ix. Represents the Directorate during meetings, site visits, inspections, seminars and training as may be deemed necessary;

x. Assists in the organisation of a digital library for all documents related to projects and works undertaken by the Directorate and ensures that such library is constantly kept up to date;

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

xii. Any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.