Anness A

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

MINISTERU GĦALL-GVERN LOKALI U X-XOGĦLIJIET PUBBLIĊI

BLOKK A, TRIQ FRANCESCO BUONAMICI, Il-FURJANA, FRN 1700 MALTA

Dmirijiet u responsabbiltajiet

i. Ikun responsabbli għat-tmexxija ta' kuljum tal-istores tal-Manufacturing and Services Directorate (MSD);

ii. Iżomm l-inventarju tal-istores tad-Direttorat, filwaqt li jiżgura li kull sub-store jkollu biżżejjed materjal mingħajr ħela bla bżonn;

iii. Jagħmel verifiki regolari tal-istokk biex inaqqas id-diskrepanzi bejn l-istokk manwali u r-rekords elettroniċi, u b'hekk jiżgura kontroll u ġestjoni aħjar tal-istokk;

iv. Ikun kapaċi jidentifika materjal li ma jkunx tajjeb għall-użu u jibda l-proċedura meħtieġa għar-rimi tiegħu;

v. Ikun profiċjenti fl-użu tal-kompjuter u kapaċi jaħdem bi programmi speċifiċi bħal CFMS, il-Works Planning System u programmi oħra relatati;

vi. Jattendi korsijiet u taħriġ relatati mas-CFMS u ma' programmi oħra relatati mal-kontabilità u l-istores;

vii. Jiżgura li d-dettalji tal-fatturi tal-forniturijkunu korretti u jaqblu mal-GSPO rilevanti, filwaqt li jkun responsabbli għall-ipproċessar fil-ħin tad-dokumenti kollha meħtieġa għall-ħlas;

viii. Iżomm kuntatt mas-superjuri tiegħu rigward it-tibdil meħtieġ biex jitjieb l-operat tal-istores tal-MSD;

ix. Jattendi laqgħat dwar il-progress tax-xogħol u jagħti rapporti u informazzjoni oħra meħtieġa lis-superjuri tiegħu;

x. Jiżgura li l-liġijiet u r-regolamenti tas-saħħa u s-sigurtà jiġu mħarsa u infurzati f'kull ħin;

xi. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu kif jista' jkun meħtieġ;

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

Annex A

Ministry	Ministry for Local Government and Public Works
Job Title	Manager I

MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS
BLOCK A, FRANCESCO BUONAMICI STREET, FLORIANA FRN1700, MALTA

Duties and responsibilities

i. Is fully responsible for the daily running of the Manufacturing and Services Directorate (MSD) stores;

ii. Maintains the Directorate's stores inventory while ensuring that sub-stores are adequately stocked without unnecessary waste;

iii. Carries out regular stocktaking to minimise discrepancies between manual stock and electronic records, thus ensuring better stock control and management;

iv. Is able to identify unserviceable stores items and initiate the procedure for their disposal;

v. Is proficient in the use of computers and able to work with specific programs such as CFMS, the Works Planning System and other related programs;

vi. Attends courses and training related to CFMS and other accounting and stores-related software;

vii. Ensures that suppliers' invoice details are correct and correspond to the relevant GSPO, while being responsible for processing all required documents in time for payment;

viii. Liaises with their superiors regarding changes required to improve the operation of the MSD stores;

ix. Attends progress meetings and provides reports and any other information required by their superiors;

x. Ensures that health and safety laws and regulations are observed and enforced at all times;

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

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