

# Anness A

<b>Ministeru</b>	Ministeru għal Ghawdex
<b>L-impjieg</b>	Senior Foreman (Agriculture)



MINISTERU GĦAL GHAWDEX  
Pjazza San Franġisk, ir-Rabat Ghawdex

## Dmirijiet u responsabbiltajiet

- i. Imexxi s-sezzjonijiet u l-istaff assenjati taħt ir-responsibilitajiet tiegħu;
- ii. Jissorvelja proġetti u programmi (fosthom proġetti sperimentali) u jagħmel rapporti kif meħtieġ;
- iii. Jikkordina t-tqassim tal-makkinarju;
- iv. Jiżgura li l-makkinarju u l-apparat ikunu miżmuma fi stat tajjeb;
- v. Jiżgura li l-binjiet/ghelieqi taħt ir-responsabilita` tiegħu jkunu miżmuma tajjeb;
- vi. Jassisti fil-preparazzjoni u l-formulazzjoni ta' pjanti u speċifikazzjonijiet biex jiġu mwettqa proġetti li jkunu identifikati mid-Direttorat;
- vii. Jagħmel spezzjonijiet kif meħtieġ u jipprepara rapporti dwar l-imsemmija spezzjonijiet. Jiġbor rapporti/statistika kull xahar jew kull sena kif ikun hemm bżonn;
- viii. Jiggwida haddiema fdati taħt ir-responsabilita` tiegħu u jagħtihom pariri, assistenza u għajnuna teknika;
- ix. Jassisti u jagħti pariri tekniċi lis-superjuri tiegħu u jiprovdi kull dokument meta jkun mitlub;
- x. Jassigura li l-persuni kollha taħt id-direzzjoni tiegħu isegwu l-liġijiet u regolamenti kollha dwar is-saħħa u s-sigurta' fuq il-post tax-xogħol;
- xi. Jattendi għal laqgħat u taħriġ kif ikun hemm bżonn;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Gozo
<b>Job title</b>	Senior Foreman (Agriculture)



## Duties and responsibilities

- i. Manages sections and staff under his responsibility;
- ii. Supervises projects and programmes (including experimental projects), and the production of reports on same;
- iii. Co-ordinates the deployment of machinery;
- iv. Ensures that the machinery and equipment are kept in good working condition;
- v. Ensures that the premises/fields under his responsibility are properly maintained;
- vi. Assists in the preparation of plans and specifications for the development of projects identified by the Directorate;
- vii. Carries out site inspections as may be required and report thereon. Draws up monthly, annual and other reports including statistical reports;
- viii. Leads any members of staff entrusted to him, providing them with direction, assistance and technical support:
- ix. Assists and provides advice to senior management on matters related to his technical knowledge, and produces all documentation which is requested;
- x. Ensures that persons under his charge follow all occupational health and safety laws and regulations;
- xi. Attends meetings and training as required;
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Any other duties as directed by the Principal Permanent Secretary.