

# Anness A

<b>Ministeru</b>	Ministeru għal Ghawdex
<b>L-impjeg</b>	Senior Technical Officer



MINISTERU GĦAL GHAWDEX  
Pjazza San Franġisk, ir-Rabat Ghawdex

## Dmirijiet u responsabbiltajiet

- i. Jippjana, jikkontrolla u jissorvelja l-attivitajiet tekniċi kollha li jkunu qegħdin isiru mid-Direttorat;
- ii. Jagħti pariri tekniċi lil ta' tahtu lis-subordinati li jaqgħu taht ir-responsabbilità tiegħu u lis-superjuri tiegħu skont il-ħtieġa, u jikkoordina l-attivitajiet tat-taqsima ma' dawk ta' sezzjonijiet oħra fi ħdan id-Direttorat;
- iii. Jipprova għajnuna lis-superjuri tiegħu billi jzomm rekords u rapporti oħra kif jeħtieġ, biex jiżgura li l-proġetti jkunu qegħdin jitwettqu fil-ħin skont l-iskeda u l-baġit ;
- iv. Jiżgura li x-xogħlijiet li jkunu qegħdin isiru b'xogħol dirett jew bil-kuntratt jitwettqu b'mod effiċjenti u effettiv u mingħajr ħela ta' riżorsi, u li n-nuqqasijiet jiġu rrapportati lis-superjuri tiegħu u tittiehed l-azzjoni meħtieġa;
- v. Iwettaq żjarat fuq is-sit, kif meħtieġ, biex jagħmel monitoraġġ tal-kwalita` tax-xogħol, tal-progress, tal-produttività u tal-effiċjenza tal-ħaddiema assenjati fuq il-proġett, u jqabbel ir-riżultati mat-tbassir u l-estimi u jieħu qisien fuq is-sit bi thejjija għall-kwantitajiet u stimi marbuta max-xogħol tad-Direttorat;
- vi. Izomm kuntatt mal-uffiċjal inkarigat għall-ippjanar tax-xogħol u jattendi għal-laqgħat kif meħtieġ;
- vii. Ikun kapaċi jaqra disinji ta' xogħlijiet rikjesti u jfiehmem tali disinji lill-ħaddiema, kif ukoll jassigura l-użu korrett tal-materjal;
- viii. Ifassal valutazzjoni ta' riskji hekk kif rikjest bil-liġi u jieħu l-miżuri neċessarji ta' rimedju biex joħloq ambjent sikur u li jħares is-saħħa personali;
- ix. Jamministra l-kordinazzjoni tax-xogħlijiet ta' kuljum u juri element ta' flessibilità neċessarja sabiex jitwettaq xogħol li jkun urġenti u li jista' jinqala' minn żmien għal żmien;
- x. Jassigura li x-xogħol jitwettaq fl-iqsar żmien possibbli u fl-istess ħin jiġi żgurat li qegħdin jiġu esegwiti l-aqwa proċeduri ta' kwalita`;
- xi. Jipprova tmexxija kompetenti lill-uffiċjali li jaħdmu fit-taqsima u jassigura l-impenn u l-motivazzjoni tagħhom u jikkoordina t-twaqqif u tmexxija ta' sezzjonijiet godda kif meħtieġ;
- xii. Izomm dettalji bil-miktub adegwati u aġġornati dwar ir-riżorsi tat-trasport u l-użu tagħhom;
- xiii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Gozo
<b>Job title</b>	Senior Technical Officer



## Duties and responsibilities

- i. Plans, controls and supervises technical activities undertaken by the Directorate;
- ii. Provides technical advice to subordinates under his responsibility and senior management as necessary, and coordinates the activities of the section with those of other sections within the Directorate;
- iii. Provides support to senior management by maintaining records and other reports as may be required, to ensure that projects are kept to schedule and budget;
- iv. Ensures that works carried out by direct labour or contracted work are efficiently and effectively carried out and without waste of resources, and that shortcomings are duly reported to his superiors and that follow up action is undertaken as required;
- v. Conducts site visits, as necessary, to monitor the quality of work, progress, productivity, and efficiency of project workforce, and compares results with forecasts and estimates and takes site measurements to assist in the preparation of quantities and estimates related to the Directorate's work;
- vi. Keeps close contact with the officer in charge for work-planning and attends meetings as required;
- vii. Possesses the ability to read drawings of works required and to explain these to subordinates, besides ensuring the correct handling of materials;
- viii. Draws up risk assessments as required by law and takes the necessary remedies to create a healthy and safe environment;
- ix. Day to day managing all ongoing works. A certain degree of flexibility is also required for the handling of any urgent works that may arise;
- x. Ensures that jobs are carried out within the shortest of time frames and assures the best quality procedures at the same time;
- xi. Provides competent leadership to officers working within the section and secures their commitment and motivation and co-ordinates the proper setting up and leads the new subsections as required;
- xii. Maintains adequate and updated records of transport resources and their use;
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xiv. Any other duties as directed by the Principal Permanent Secretary.