

Anness A



Ministeru	Ministeru għas-Saħħa
L-impjieg	Chief Engineer (Facilities)

OFFICE of the DEPUTY PRIME MINISTER MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jiżgura li fl-istadju tad-disinn u l-implimentazzjoni l-facilitajiet ikunu mgħammra b'mod adegwat u jwettqu titjeb wara li jgħaddu.
- ii. Jigarantixxi transizzjoni bla xkiel mill-istadju tal-proġett għal operazzjonijiet normali billi jiżgura li l-proċessi kollha jkunu fis-seħħ.
- iii. Jiżgura li l-facilitajiet bażiċi, għall-ilma, elettriku, sistemi HVAC, CCTV, sistemi tat-tifi tan-nar, provista tal-elettriku ta 'emergenza, huma miżmuma tajjeb.
- iv. Jiżgura li t-tagħmir użat, biex jiggwida lill-viżitaturi fil-bini u biex tissorvelja l-okkupanza tal-bini, huwa effettiv.
- v. Jiżviluppa pjanijiet ta' kontinwità tan-negozju, u pjanijiet ta' rispons għal emergenza, u biex jwettaq eżercizzji biex jiżgura li dawn il-proċessi jkunu effettivi.
- vi. Jissorvelja u jirrapporta l-KPIs.
- vii. Jiġġestixxi kuntratti ta' servizz ma' fornituri esterni.
- viii. Jiġġestixxi tim ta' tekniċi tas-servizzi tal-bini biex jiżgura li jinżammu l-manutenzjoni tal-bini u t-tagħmir.
- ix. Jikkordina mat-tim bio-mediku fl-MDH għall-manutenzjoni u l-operat effettiv tat-tagħmir bio-mediku.
- x. Jispezzjona u jwettaq validazzjonijiet tal-facilitajiet tas-Servizzi tal-Kura tas-Saħħa Sekondarja u jsolvi l-ħsarat, filwaqt li jiżgura li jinżammu kontinwament mantenuti funzjonali, u jippromwovi ambjent tax-xogħol sikur u b'saħħtu.
- xi. Jwettaq kontrolli tal-kwalità fuq is-sistemi u l-prodotti kollha; jevalwa n-nuqqas ta' konformità u jieħu azzjonijiet korrettivi u verifiki immedjati.
- xii. Jżomm u jirrevedi r-rekwiżiti tal-funzjoni tal-facilitajiet fi ħdan is-Servizzi tal-Kura tas-Saħħa Sekondarja, u janalizza u jikkalkula l-ispejjeż tal-materjal u tax-xogħol.
- xiii. Jimplimenta programmi u proċeduri meħtieġa biex jiżgura it-titjeb tal-facilità.
- xiv. Jiġġestixxi lill-membri tat-tim biex jilħqu l-għanijiet organizzativi.
- xv. Jħarreg lill-membri tat-tim u jiżgura li l-persunal kollu jkun imħarreg dwar aġġornamenti fil-proċeduri operattivi.
- xvi. Jiżviluppa, jżomm u jaġġorna proċeduri operattivi standard kif ukoll manwali f'konformità mal-politiki stabbiliti.
- xvii. Jipprepara rapporti tekniċi u rapporti ta' progress.
- xviii. Jipprepara rekwiżiti baġitarji u jikkontribwixxi għall-iżvilupp ta' pjanijiet ta' negozju u rekwiżiti ta' akkwist.
- xix. Jiwettaq kull xogħol ieħor, li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ.
- xx. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Health
Job title	Chief Engineer (Facilities)



OFFICE of the DEPUTY PRIME MINISTER MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Ensures that at the design and implementation stage the facilities are adequately equipped and carry out improvements after handing over.
- ii. Guarantees a smooth transition from project stage to normal operations by ensuring that all processes are in place.
- iii. Ensures that basic facilities, such as water, electricity, HVAC systems, CCTV, fire-fighting systems, emergency electricity supply are well maintained.
- iv. Ensures that, equipment used to guide the visitors within the building and to monitor building occupancy is effective.
- v. Develops business continuity and emergency response plans and to carry out drills to ensure that these processes are effective.
- vi. Monitors and reports the KPIs.
- vii. Manages service contracts with external providers.
- viii. Manages a team of building services technicians to ensure the upkeep of the buildings and equipment are maintained.
- ix. Liaises with the bio-medical team at MDH for the effective maintenance and operations of the bio- medical equipment.
- x. Inspects and performs validation of the facilities of the Secondary Healthcare Services and resolves malfunctions, ensuring that they are continuously well maintained and fully functional, promoting a safe and healthy work environment.
- xi. Performs quality control checks on all systems and products; evaluates nonconformities and takes immediate corrective actions and verifications.
- xii. Maintains and reviews the requirements of the facilities function within Secondary Healthcare Services, and analysis and calculates material and labour costs.
- xiii. Implements programmes and procedures required to ensure facility upgrade.
- xiv. Manages team members to attain organisational goals.
- xv. Trains team members and ensures that all staff are trained on updated operating procedures.
- xvi. Develops, maintains and updates standard operating procedures and manuals in line with established policies.
- xvii. Prepares technical and progress reports.
- xviii. Prepares budgetary requirements and contributes to the development of business plans and procurement requirements.
- xix. Undertakes any other tasks, which the superior may delegate to him/her, as may be required.
- xx. Any other duties as directed by the Principal Permanent Secretary.

People Management Division

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