



# Anness A

<b>Ministry:</b>	<i>Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir</i>	 <b>GVERN TA' MALTA</b> MINISTERU GHALL-AMBJENT, L-ENERĠIJA U R-RIĠENERAZZJONI TAL-PORT IL-KBIR 6, TRIQ ĦAL QORMI, SANTA VENERA
<b>Job Title:</b>	<i>Security Guard</i>	

## Dmirijiet u Responsabbiltajiet

- i. Jikkontrolla d-dhul ta' persuni mhux awtorizzati;
- ii. Jiċċekkja u jispezzjona impjegati u viżitaturi kif ukoll xi basktijiet u affarijiet oħra li jkunu qed iġorru;
- iii. Jispezzjona vetturi waqt li deklin jew herġin mill-post, meta meħtieġ;
- iv. Juża tagħmir tas-sigurta' u jassigura li qed jaħdem kif suppost;
- v. Jagħmel rondi ta' viġilanza biex jiġi evitat is-serq, it-tbagħbis u l-vandalizmu f'postijiet pubbliċi, u meta jkun il-każ, jirraporta rregolaritajiet li jikkoncernaw is-sigurtà;
- vi. Ikun responsabbli għaż-żamma sikura ta' mħażen, ċwieviet u registri taċ-ċwieviet;
- vii. Iżomm ir-rekords meħtieġa b'rabta mad-dhul u l-hruġ ta' vetturi, pubbliku ġenerali, impjegati tal-gvern u materjal;
- viii. Jagħmel superviżjoni tal-parking fiż-żona madwar id-Dipartiment u d-Direttorati;
- ix. Jimplementa proċeduri ta' emerġenza f'każ ta' hruq;
- x. Jispezzjona haddiema fuq il-lant tax-xogħol;
- xi. Jassisti fiż-żamma tal-ordni u dixxiplina in ġenerali;
- xii. Jassisti lis-Security Officers fit-twettiq ta' dmirijiethom meta jkun hemm bżonn;
- xiii. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry:</b>	<i>Ministry for the Environment, Energy and Regeneration of the Grand Harbour</i>	 <b>GVVERN TA' MALTA</b> MINISTERU GHALL-AMBJENT, L-ENERĠIJA U R-RIGENERAZZJONI TAL-PORT IL-KBIR 6, TRIQ ĦAL QORMI, SANTA VENERA
<b>Job Title:</b>	<i>Security Guard</i>	

## Duties and Responsibilities

- i. Safeguards against entry of unauthorized personnel;
- ii. Checks and inspects employees and visitors as well as any bags, cases, etc., they may be carrying;
- iii. Inspects vehicles entering or leaving the premises, when required;
- iv. Operates security equipment and ensures their proper functioning;
- v. Conducts vigilant patrols to help avoid theft, pilfering, vandalism at public places, etc and reports irregularities concerning security, when they arise;
- vi. Responsible for the safe keeping of storerooms, keys and key registers;
- vii. Keeps necessary records in connection with the entry and exit of vehicles, general public, government employees and material;
- viii. Supervises parking within the grounds of the Departments/Directorates;
- ix. Carries out emergency procedures in case of fire;
- x. Carries out inspections on employees at site of work;
- xi. Assists in the maintenance of order and discipline in general;
- xii. Assists the Security Officers in the execution of his/her duties whenever the occasion so demands;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.