

# Anness A

<b>Ministeru</b>	Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi
<b>L-impjieg</b>	Security Officer



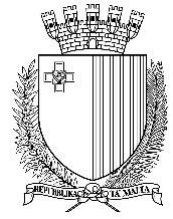
MINISTERU GHAT-TRASPORT, L-INFRASTRUTTURA U X-XOGHLIJET PUBBLIĊI  
BLOKK H (ENT B), TRIQ ANTONIO MAURIZIO VALPERGA, FURJANA, MALTA

## Dmirijiet u responsabbiltajiet

- i. l-organizzazzjoni tal-iċċekkjar u l-ispezzjonijiet tal-impjegati, il-viżitaturi u l-vetturi tagħhom, sew tal-privat u sew tal-gvern, fid-Dipartimenti li jaqgħu taħt il-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi kif assenjat mill-Manager, Security Services;
- ii. ir-responsabbiltà biex tiżgura li l-impjegati kollha taħt il-ħarsien tiegħu/tagħha jieħdu l-prekawzjonijiet kollha neċessarja biex iwaqqfu dħul mhux permess;
- iii. li żżomm l-ordni u d-dixxiplina kif ukoll taċċerta li s-Security Guards kollha joqogħdu għall-ordnijiet u r-regolamenti maħruġa mill-awtoritajiet minn żmien għal żmien;
- iv. ir-responsabbiltà li tiffaħres is-sigurta tal-proprjeta` pubblika minn atti kriminali;
- v. is-sorveljanza ta' gangs tax-xogħol dipartimentali f'siti u lokalitajiet differenti;
- vi. is-sorveljanza tal-watchmen fl-outstations tal-Ministeru għat-Trasport, l-Infrastruttura u x-Xogħlijiet Pubbliċi matul u wara l-ħinijiet normali tax-xogħol;
- vii. l-implimentazzjoni ta' struzzjonijiet relatati mal-prevenzjoni kontra n-nirien u l-ewwel azzjoni fit-tifi tan-nar;
- viii. iż-żamma tad-dokumentazzjoni neċessarja li għandha x'taqsam mad-doveri tiegħu/tagħha;
- ix. li tassigura li s-sistemi tas-sigurta` kollha, bħalma huma CCTV, radios u checkpoints eċċ., qegħdin jiġu mħaddma bl-aħjar ordni;
- x. tattendi korsijiet organizzati mill-Ministeru skont l-esiġenzi u l-bżonnijiet tal-Maniġment.
- xi. tagħmel użu minn 'basic office applications' inkluż l-abbiltà li tirċievi u tibgħat 'emails'.
- xii. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu kif jista' jkun meħtieġ;
- xiii. Iwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Transport, Infrastructure and Public Works
<b>Job Title</b>	Security Officer



MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND PUBLIC WORKS  
BLOCK H (ENT B), ANTONIO MAURIZIO VALPERGA STREET, FLORIANA, MALTA

## Duties and responsibilities

- i. organising checks and inspections of employees, visitors and their vehicles, private or government owned, at the various departmental sites and other areas that fall under the Ministry for Transport, Infrastructure and Public Works as assigned by the Manager, Security Services;
- ii. responsibility to ensure that all employees under his/her charge are taking all reasonable precautionary measures to prevent unauthorised entry;
- iii. maintaining good order, discipline as well as ensuring that all Security Guards adhere to all orders and regulations issued by higher authorities from time to time;
- iv. responsibility for safeguarding public property against criminal acts;
- v. surveillance of departmental work gangs in various sites and localities;
- vi. surveillance of watchmen in the various outstations of Ministry for Transport, Infrastructure and Public Works during and after normal working hours;
- vii. implementation of instructions with regards to fire precautions and first line fire-fighting;
- viii. keeping necessary documentation related to the performance of his/her duties;
- ix. ensuring that all the security systems such as CCTV, radios, checkpoints etc. are being operated in good order;
- x. attend courses organised by the Ministry according to the exigencies and requirements of the management;
- xi. Make use of basic office applications including the ability to exchange emails.
- xii. Undertakes any other tasks, which the superior may delegate to him, as may be required; and
- xiii. Undertakes any other duties as directed by the Principal Permanent Secretary.