

# Anness A

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



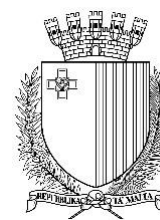
MINISTERU GĦAT-TRASPORT, L-INFRASTRUTTURA U X-XOGĦLIJET PUBBLIĊI  
BLOKK H (ENT B), TRIQ ANTONIO MAURIZIO VALPERGA, FURJANA, MALTA

## Dmirijiet u responsabbiltajiet

- i. Jikkontrolla sabiex jiġi evitat li jidhlu 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 dehlin jew herġin mill-post, meta meħtieġ;
- iv. Juża tagħmir tas-sigurtà, inklużi closed-circuit TV cameras, screening machines, u tagħmir ieħor tas-sigurtà u li jikkontrolla biex jara li qed jaħdmu kif suppost;
- v. Jagħmel rondi ta' viġilanza biex jiġi evitat is-serq, it-tbagħbis u l-vandalizmu f'postijiet pubbliċi, u li jirraporta irregolaritajiet li jikkoncernaw is-sigurtà meta jkun il-każ;
- vi. Ikun responsabbli għaž-żamma ta' mħażen, ċwieviet u registri taċ-ċwieviet;
- vii. Izomm records dwar id-dhul u l-ħruġ mill-post ta' vetturi, persuni, impjegati u materjal;
- viii. Jagħmel superviżjoni tal-parking madwar id-Dipartiment u d-Direttorati;
- ix. Jimplimenta proċeduri ta' emerġenza f'każ ta' ħruq;
- x. Jispezzjona haddiema fuq il-lant tax-xogħol;
- xi. Jassisti fiż-żamma tal-ordni u dixxiplina ingenerali;
- 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 Guard



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

## 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, when they arise, irregularities concerning security;
- vi. Responsible for the safe-keeping of store-rooms, 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. 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.