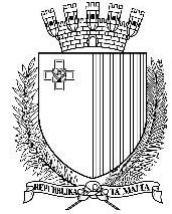


# Anness A

<b>Ministeru</b>	Ministeru għall-Edukazzjoni u l-Isport (MEDS)
<b>L-impjieg</b>	Assistant Foreman



MINISTERU GHALL-EDUKAZZJONI U L-ISPORT  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

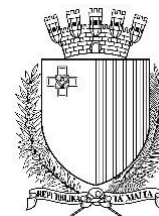
## Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Assistant Foreman jinkludu li:

- i. jippjana u jeżegwixxi xogħlijiet konnessi ma' sezzjonijiet partikolari, billi jassenja r-riżorsi meħtieġa sabiex ix- xogħol isir aħjar, b'mod aktar effiċjenti u mingħajr ħela;
  - ii. jikkordina l-użu tal-makkinarju;
  - iii. jiżgura li l-makkinarju u l-apparat jinżammu fi stat tajjeb u f'kundizzjoni li jaħdmu;
  - iv. jiżgura li l-postijiet/għelieqi/sezzjonijiet taħt ir-responsabilità tiegħu jkunu miżmuma tajjeb, ħielsa min kull periklu u f'konformità mar-regoli tas-saħħa u s-sigurtà;
  - v. jiżgura li r-rekords kollha, inkluż dawk relatati mal-esperimenti li jsiru, jinżammu b'mod tajjeb;
  - vi. jipprepara rekords u rapporti ta' kull xahar/intermediate/interni rilevanti għas-sezzjoni partikolari, u jagħmel spezzjonijiet u rapporti ancillari;
  - vii. jorganizza u jagħmel superviżjoni tal-impjegati taħt ir-responsabbiltà tiegħu u jiżgura li dawn jimxu mar-regoli u r-regolamenti;
  - viii. jżomm kuntatt mas-sezzjonijiet l-oħra biex jiżgura effiċjenza u effettività;
  - ix. jagħmel użu mis-sistemi tat-Teknoġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għall-Edukazzjoni u l-Isport;
  - x. jwettaq karigi mitluba mill-management u/jew rapprezentant tiegħu;
  - xi. jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
  - xii. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
  - xiii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.
- 3.2. Persuna mahtura tista' tkun meħtieġa li twettaq dmirijiet fi kwalunkwe servizzi għall-MEDS skont id-diskrezzjoni tal-Amministrazzjoni.

# Annex A

<b>Ministry</b>	Ministry for Education and Sport (MEDS)
<b>Job title</b>	Assistant Foreman



MINISTRY FOR EDUCATION AND SPORT  
GREAT SIEGE ROAD, FLORIANA, MALTA

## Duties and responsibilities

The duties of an Assistant Foreman include:

- i. planning and executing works connected with the particular section, deploying the necessary resources to ensure maximisation and avoiding over commitment and waste;
  - ii. coordinating the deployment of machinery;
  - iii. ensuring that machinery and equipment is well-maintained and kept in good working condition;
  - iv. ensuring that the premises/fields/sections under his/her responsibility are properly maintained, risk free and in accordance with health and safety regulations;
  - v. ensuring that all the records, including those for experiments, are properly kept;
  - vi. compiling records and issuing monthly/intermediate/internal reports relevant to the particular section, and carrying out inspections and formulating reports about same;
  - vii. organising and supervising staff under his/her charge whilst ensuring that staff adhere to established rules and regulations;
  - viii. liaising with other units to ensure efficiency and effectiveness;
  - ix. making use of the Information Technology systems which may be in operation within the Ministry for Education and Sport;
  - x. performing other duties as may be deemed appropriate by the management and/or his/her representative;
  - xi. undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
  - xii. undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
  - xiii. any other duties as directed by the Principal Permanent Secretary.
- 3.2. An appointee may be required to perform duties in any of MEDS Services at the discretion of the Management.