

Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MEDS)
L-impjeg	Foreman



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

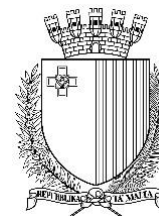
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Foreman jinkludu li:

- i. jkun responsabbli u jimmaniġġja is-sezzjonijiet kollha taħt il-kariga tiegħu;
 - ii. jkun responsabbli li jiddistribwixxi l-impjegati kollha taħt il-kariga tiegħu bl-aħjar manjiera possibbli;
 - iii. jwettaq sorveljanza kuljum tal-attendenti u l-kundizzjonijiet ta' xogħol tal-impjegati taħt il-kariga tiegħu;
 - iv. jkun responsabbli mill-proċeduri dixxiplinarji kollha u azzjoni li trid tittiehed, puntwalità u regolamenti tas-saħħa u sigurta';
 - v. jattendi laqgħat imsejha mill-management flimkien ma' uffiċjali oħra;
 - vi. jikkoordina mas-superjuri diretti tiegħu fil-preparazzjoni tal-programmi ta' hidma;
 - vii. jassigura li x-xogħolijiet kollha jiġu esegwiti skont l-istandard meħtieġ u fiż-żmien stipulat;
 - viii. jkun responsabbli għall-allokazzjonitar-riżorsi umani, impjant/makkinarju, xiri u vvetjar ta' materjal;
 - ix. jassisti fit-tnedija ta' inizjattivi godda li jridu jiġu mnedija mill-management;
 - x. jissorvelja fuq bażi ta' kuljum is-siti tal-proġetti kollha biex tiżgura li l-progress proġettat huwa miksub;
 - xi. jagħmel użu mis-sistemi tat-Teknoġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għall-Edukazzjoni u l-Isport;
 - xii. jwettaq karigi mitluba mill-management u/jew rapprezentant tiegħu;
 - xiii. jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
 - xiv. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
 - xv. 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

Ministry	Ministry for Education and Sport (MEDS)
Job title	Foreman



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

Duties and responsibilities

The duties of a Foreman include:

- i. being responsible and managing of all the sections under his/her charge;
 - ii. being responsible for the distribution of all the employees under his/her charge in the best possible manner;
 - iii. carrying out the daily surveillance of attendants and conditions of work of employees under his/her charge;
 - iv. being responsible for all the disciplinary procedures and action that needs to be taken, punctuality and health and safety procedures;
 - v. attending meetings called by management together with other officials;
 - vi. liaising with his/her direct superiors in the preparation of work programmes;
 - vii. ensuring that all works are executed to the required standard and within the set timeframes;
 - viii. being responsible for the allocation of human resources, plant/machinery, procurement and vetting of materials;
 - ix. assisting in the launching of new initiatives that need to be launched by the management;
 - x. supervising on a daily basis all project sites to ensure that projected progress is achieved;
 - xi. making use of the Information Technology systems which may be in operation within the Ministry for Education and Employment;
 - xii. performing other duties as may be deemed appropriate by the management and/or his/her representative;
 - 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; and
 - xv. 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.