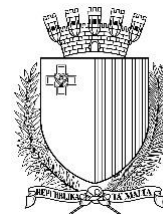




Ministeru	<i>Ministeru għall-Edukazzjoni</i>
L-impjeg	<i>Senior Technical Officer</i>

Dmirijiet u responsabbiltajiet

- i. jippjana, jikkontrolla u jissorvelja l-attivitajiet kollha tekniċi li jkunu qed isiru mis-Sezzjoni;
- ii. jagħti pariri tekniċi lil subordinati li jaqgħu taħt ir-responsabbiltà tiegħu u manigment anzjan skont kif ikun jinhtieg, u jikkoordina l-attivitajiet tassezzjoni ma' dawk ta' sezzjonijiet oħra tad-dipartiment; jipprovdi
- iii. għajjnuna lis-Senior Management billi jzomm rekords u statistiki, jikkompila estimi finanzjarji, business plans, rapporti annwali u skont terminu ta' zmien, u rapporti oħra kif ikun jinhtieg, biex jiżgura li l-proġetti jkunu qed jitwettqu skont l-iskeda u l-baġit;
- iv. jiżgura li xogħlijiet li jkunu qed isiru b'xogħol dirett jew bil-kuntratt jitwettqu b'mod effiċjenti u effettiv u mingħajr hela ta' riżorsi, u li nuqqasijiet jiġu rrapportati lill-manigment anzjan u l-azzjoni dwar dawn tittiehed kif ikun meħtieġ;
- v. jikkoordina t-twaqqif kif ikun xieraq u jmexxi sottosezzjonijiet godda fi ħdan is-Sezzjoni inkluż Awditjar Intern u Kontroll tal-Kwalità;
- vi. jagħmel supervizjoni u jsegwi l-progress ta' studenti u apprendisti li jkunu taħt ir-responsabbiltà tiegħu, u jwaettaq dmirijiet oħra skont il-htigijiet tad-dipartiment;
- vii. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- viii. iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- ix. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.



MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Ministry	<i>Ministry for Education</i>
Job title	<i>Senior Technical Officer</i>

Duties and responsibilities

- i. plans, controls and supervises of all technical activities undertaken by the Section;
- ii. provides technical advice to subordinates under his/her responsibility and senior management as necessary, and coordinates the activities of the section with those of other sections of the department;
- iii. provides support to senior management by maintaining records and statistics, compiling financial estimates, business plans, annual and term reports, and other reports as may be required, to ensure that projects are kept to schedule and budget;
- iv. ensures that works carried out by direct labour or contracted work are efficiently and effectively carried out and without waste of resources, and that shortcomings are duly reported to senior management and that follow up action is undertaken as required;
- v. coordinates the proper setting up and leads the new subsections within the Section including Internal Audit and Quality Control;
- vi. supervises and mentors students or trainees placed under his/her responsibility, and performs any other duties in accordance with the needs of the department;
- vii. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- viii. undertakes any other duties which may be updated to meet the requirements of any other as confirmed by the Permanent Secretary;
- ix. any other duties according, as directed by the Principal Permanent Secretary.