

Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR)
L-impjeg	Technical Officer



MINISTERU GHALL-EDUKAZZJONI, L-ISPORT, IŻ-
ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Technical Officer fi hdan l-Education Assessment Unit (EAU) jinkludu:

- i. jaħdem, taħt pressjoni, biex jiżgura li l-karti tal-eżammijiet ikunu stampati fil-ħin;
- ii. jaħdem fuq magni *heavy duty* tal-istampar u tas-*sorting*;
- iii. jkollu għarfien fuq il-kwalità u l-għażla tal-karta li jkollu bżonn biex jkollu kwalità tajba għall-istampar tal-karti tal-eżamijiet;
- iv. jkollu għarfien fuq il-magni tal-istampar u tas-*sorting*;
- v. jippjana u jorganizza skeda ta' xogħol biex jiżgura li d-dati tal-iskadenza jinżammu;
- vi. jkun affidabbli, preċiż u eżatt fl-istampar u l-isortjar tal-karti tal-eżamijiet u dmirijiet oħra;
- vii. jieħu ħsieb it-talbiet u x-xiri ta' tagħmir, partijiet għall-bdil u oġġetti għall-konsum kif meħtieġ;
- viii. jikkoordina ma' fornituri esterni għal ksib ta' tagħmir ġdid, il-kunsinna u l-installazzjoni;
- ix. jissorvelja u jikkoordina fit-tindif regolari u l-għoti ta' manutenzjoni tat-tagħmir, magni u għodod tal-magni;
- x. jissorvelja it-tiswijiet fil-ħin u/jew il-kalibrar tat-tagħmir u l-magni jiżgura l-għoti ta' manutenzjoni u tiswijiet u/jew il-kalibrar tat-tagħmir u l-magni u l-għodod tal-magni minn fornituri barranin u/jew fornituri;
- xi. jiżgura li l-livelli tas-saħħa u s-sigurtà huma mharsa u applikati f'kull ħin kif ipprovdut fl-Att dwar is-Saħħa u s-Sigurtà fuq il-post tax-Xogħol;
- xii. jwettaq ix-xogħol fil-ħin, billi jiżgura li d-dati tal-iskadenza jintlaħħqu fil-ħin;
- xiii. jaddotta miżuri tas-Saħħa u ż-Żigurtà li jghoddu għal dan ix-xogħol;
- xiv. jieħu l-inizzjattiva biex jiżgura lix-xogħol isir sew u jissuġġerixxi soluzzjonijiet għall-isfidi li jiltaqa' magħhom;
- xv. jattendi għall-laqgħat, taħriġ, seminars u seduti għall-iżvilupp tal-istaff kemm lokalment kif ukoll barra minn Malta, skont il-ħtieġa;
- xvi. jwettaq xogħlijiet oħra li jistgħu jitqiesu xierqa mid-Direttorati tal-Edukazzjoni;
- xvii. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xviii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
Job title	Technical Officer



MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Technical Officer within the Education Assessment Unit (EAU) include:

- i. working, under pressure, to make sure that all exam papers are printed on time;
- ii. operating heavy duty printing and sorting machines;
- iii. being knowledgeable regarding the quality and choice of paper needed for good quality printing of exam papers;
- iv. being knowledgeable about printing and sorting machines;
- v. planning and organising a work schedule to make sure that deadlines are met;
- vi. being reliable, precise and accurate in the printing, sorting of exam papers and other duties;
- vii. ordering and purchasing of equipment, spare parts and consumables as required;
- viii. coordinating with external providers or suppliers the procurement of new equipment, delivery and installation;
- ix. monitoring and coordinating the regular cleaning and servicing of equipment, machines and machine tools;
- x. monitoring the timely repairs and/or calibration of equipment and machines and ensuring the servicing and repairing and/or calibration of equipment, machines and machine tools by outside service providers and/or suppliers;
- xi. ensuring that the health and safety standards as provided for in the Occupational Health & Safety Act are in place as provided in the Health & Safety in the workplace Act;
- xii. being able to deliver on time, making sure deadlines are met in a timely manner;
- xiii. being able to adopt all Health and Safety measure associated with the work required;
- xiv. taking the initiative to make sure that the work is performed well and suggesting solutions to challenges faced;
- xv. attending for meetings, training, seminars and staff development sessions as may be deemed necessary both locally and abroad;
- xvi. performing any other duties as deemed appropriate by the Education Directorates;
- xvii. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xviii. any other duties as directed by the Principal Permanent Secretary.