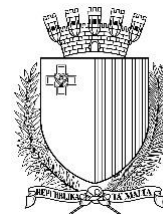


Ministeru	<i>Ministeru għall-Edukazzjoni</i>
L-impjeg	<i>Technical Officer</i>

Dmirijiet u responsabbiltajiet

- i. li jirrapporta direttament lis-Senior Technical Officer;
- ii. li jiehu ħsieb il-manutenzjoni ġenerali tal-binjiet kollha tad-Dipartiment, Diviżjoni, Direttorat jew sit ieħor li jappartjeni lid-Direttorat għal Servizzi Edukattivi fi Hdan il-Ministeru għall-Edukazzjoni inkluż l-iskejjel tal-Gvern;
- iii. li jkun responsabbli biex jagħmel rapporti u estimi dwar xogħol ta' manutenzjonijiet li jridu jsiru u materjal għal xogħol li jkun hemm bżonn;
- iv. superviżjoni diretta fuq il-gradji Industrijali u Tekniċi li jinkludi s-superviżjoni tax-xogħol komplut u tal-materjal, apparat u għodda użata;
- v. li jagħmel rapporti kull xahar fuq il-progress tax-xogħolijiet li jkunu qed isiru;
- vi. li jzomm record tal-vacation leave u s-sick leave fuq l-attendance sheets tal-impjegati Tekniċi u Industrijali qabel ma jgħaddi l-attendance sheets għal-attenzjoni tas-senior management kuljum;
- vii. li jwettaq dmirijiet oħra li huma relatati ma' xi hadd li jokkupa l-post ta' Technical Officer;
- viii. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- ix. iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- x. 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>Technical Officer</i>

Duties and responsibilities

- i. reports directly to the Senior Technical Officer;
- ii. in charge of the general maintenance of the premises of any Department, Division, Directorate or other site pertaining to the Ministry for Education, including, though not limited to, State Schools;
- iii. responsible for drafting reports and estimates of the maintenance works to be performed and deciding what material is required for each job;
- iv. direct supervision of the Industrial and Technical staff which includes the supervision of works carried out and of the material, equipment and tools used;
- v. draws up monthly reports on the progress of works carried out;
- vi. noting records of vacation leave and sick leave on the attendance sheets of the Technical and Industrial staff prior to submitting the attendances to the attention of the senior management daily;
- vii. performs any other duties that are expected from one who occupies the post of Technical Officer;
- viii. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- ix. undertakes any other duties which may be updated to meet the requirements of any other as confirmed by the Permanent Secretary;
- x. any other duties according, as directed by the Principal Permanent Secretary.