

# Anness A

<b>Ministeru</b>	Ministeru għall-Edukazzjoni u x-Xogħol (MEDE)
<b>L-impjeg</b>	Technician / Senior Technician



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

## Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-hatra ta' Technician jinkludu li:

- i. Jikkordina mal-Kap tad-Dipartiment / għalliema inkarigati / Uffiċjali Tekniċi anzjani / Uffiċjali Tekniċi inkarigati sabiex ikunu fformolati listi ta' tagħmir li jinkludu l-ispeċifikazzjonijiet bil-għan li jinxtara tagħmir ġdid jew partijiet għat-tibdil;
- ii. Jaħdem u jikkomunika mal-għalliema / *STOs* / *TOs* biex jikkompila listi ta' tagħmir u oġġetti li jistgħu jiġu kkunsmati u jintużaw għal-lezzjonijiet effettivi u xogħol ta' proġetti tal-istudenti;
- iii. Jaħdem mal-għalliema / *STOs* / *TOs* rigward listi ta' tagħmir, partijiet għat-tibdil u oġġetti li jiġu kkunsmati għal skop ta' xiri;
- iv. Jattendi għal laqgħat, taħriġ, seminars, u seduti għall-izvilupp tal-istaff hekk kif meħtieġ kemm f'Malta kif ukoll barra minn Malta;
- v. Jwettaq dmirijiet oħra kif meħtieġ mid-Direttorati tal-Edukazzjoni; u
- vi. Dmirijiet oħra skont l-esiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

Aktar dettalji dwar id-dmirijiet marbuta mal-oqsma msemmija f'paragrafu 1.1 jistgħu jinkisbu minn: <https://www.education.gov.mt/vacancies.aspx>.

## Annex A

<b>Ministry</b>	Ministry for Education and Employment (MEDE)
<b>Job title</b>	Technician / Senior Technician



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

### Duties and responsibilities

The duties of a Technician include:

- i. Coordinating with Head of Department / Teachers-in-charge / Senior Technical Officers / Technical Officers to compile lists of equipment complete with specifications in view of purchasing new equipment or spare parts;
- ii. Liaising with Teachers / STOs / TOs so as to compile lists of equipment and consumables which may be required for effective lessons and students' project work;
- iii. Liaising with Teachers / STOs / TOs on lists of equipment, spare parts and consumables in view of purchasing;
- iv. Attending for meetings, training, seminars and staff development sessions as may be deemed necessary both locally and abroad;
- v. Performing other duties as may be deemed appropriate by the Education Directorates; and
- vi. Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

A detailed job description of the areas mentioned in paragraph 1.1 may be obtained from: <http://education.gov.mt/en/Pages/vacancies.aspx>.