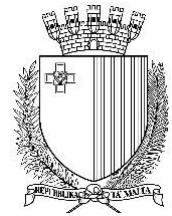


# Anness A

<b>Ministeru</b>	<i>Ministeru għall-Edukazzjoni u x-Xogħol</i>
<b>L-impjeg</b>	<i>Assistant Manager (Trasport u Loġistika)</i>



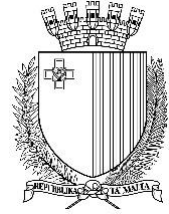
MINISTERU GĦALL-EDUKAZJONI U X-XOGĦOL  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

## Dmirijiet u responsabbiltajiet

- i. jippreżenta każijiet li ma jaqgħux taħt il-politika u l-proċeduri approvati tat-Taqsima tat-Trasport tal-Iskejjel, u jiġbed l-attenzjoni tal-Line Manager xieraq u jassisti fl-implimentazzjoni tal-azzjoni xierqa rrakkomandata;
- ii. jwettaq ix-xogħol t'accounting u procurement meħtieġ għal din it-taqsim;
- iii. jiġbor, u jhejji rotot tat-trasport tal-iskola li jiffurmaw parti mir-reġistri tar-rotot skont it-talbiet magħmula mill-kulleġġi tal-istat, skejjel mhux statali u sezzjonijiet / unitajiet u faċilitajiet tal-edukazzjoni;
- iv. jikkomunika d-dettalji tar-rotot tat-trasport lil fornituri rispettivi, skejjel statali u mhux statali u entitajiet oħra li jibbenefikaw mis-servizzi tat-Trasport fl-Iskejjel;
- v. jippreżenta u jiġbor ilmenti biex jikkomunikahom lill-Line Manager għall-azzjoni u jsegwihom biex jiżgura li l-kwistjonijiet jiġu solvuti skont il-politika tat-Taqsima tat-Trasport tal-Iskejjel u l-ftehimiet dwar it-trasport;
- vi. isegwi bidliet fl-iskeda kif mitlub mill-kulleġġi tal-istat skejjel mhux tal-istat, u faċilitajiet edukattivi u jgħaddihom lill-operaturi għall-azzjoni meħtieġa u jzomm rekord tan-notifiki;
- vii. jiġbor informazzjoni dwar incidenti u japplika penali bi ftehimiet stabbiliti u tivverifika r-rapporti ta' kull xahar u jhejji r-rendikont tar-rapporti għal skopijiet ta' h̄las;
- viii. jwettaq żjarat fuq il-post fir-rigward ta' mistoqsijiet li jaffettwaw l-immaniġġjar tat-traffiku ta' rotot eżistenti tat-Taqsima tat-Trasport tal-Iskejjel;
- ix. parteċipazzjonijiet f'sessjonijiet (ta' informazzjoni u taħriġ) biex itejbu l-ħiliet;
- x. kull kompitu ieħor li jista' jkun meħtieġ mid-Dipartimenti /Direttorati tal-Edukazzjoni minn żmien għal żmien relatat mal-operat tat-Trasport fl-Iskejjel;
- xi. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

# Annex A

<b>Ministry</b>	<i>Ministry for Education and Employment</i>
<b>Job title</b>	<i>Assistant Manager (Transport and Logistics)</i>



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

## Duties and responsibilities

- i. lodges cases that do not fall within the approved policy and procedures of the School Transport Section, and flags them to the appropriate Line Manager and assists in the implementation of the recommended appropriate action;
- ii. carries out the accounting and procurement work needed for this section;
- iii. collates, compiles and prepares school transport routes which form part of the route registers according to the demands made by state colleges, non-state schools and education sections/units and facilities;
- iv. communicates details of transport routes to respective providers, state and non-state schools and other entities which benefits from the School Transport services;
- v. lodges and compiles complaints to communicate them to the Line Manager for action and follows them to ensure that issues are resolved according to the School Transport Section policy and transport agreements;
- vi. follows up changes in schedule as requested by state colleges non-state schools, and education facilities and forwards to operators for necessary action and keeps record of notifications;
- vii. collates information of incidents and applies penalties with established agreements and verifies the monthly reports and prepares the statement of reports for payment purposes;
- viii. performs onsite visits in relation to queries that affects the traffic management of existing School Transport Section routes;
- ix. participates in (information and training) sessions to enhance skills;
- x. any other task that may be required by the Education Departments/Directorates from time to time related to School Transport operation;
- xi. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. any other duties as directed by the Principal Permanent Secretary.