

Anness A



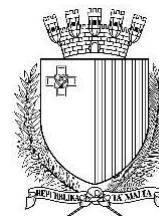
MINISTERU GĦALL-EDUKAZZJONI U X-XOGĦOL
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

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

Dmirijiet u responsabbiltajiet

- i. Jamministra, jikkontrolla u jidderiġi l-istaff taħt ir-responsabbiltà diretta tiegħu/tagħha u jipprova tmexxija u ġestjoni, inkluż superviżjoni, taħriġ, evalwazzjoni ta' prestazzjoni, dixxiplina u delegazzjoni t'awtorità;
- ii. Responsabbli mit-Taqsima tat-Trasport, it-Taqsima tat-Trasport tal-Iskejjel, Sezzjoni tal-Ivvjaġġar, Precinct Unit li tinkludi servizzi ta' Messaġġiera u ta' Tindif, Reġistru, Mħażen tal-Ministeru għall-Edukazzjoni u x-Xogħol;
- iii. Jassisti lill-Kap (Loġistika u Trasport) fil-preparazzjoni tal-business plans tal-Ministeru għall-Edukazzjoni u x-Xogħol;
- iv. Jiżgura li l-leġiżlazzjoni u l-politiki tal-protezzjoni tad-data jkunu rrispettati;
- v. Jmexxi u jissorvelja l-implimentazzjoni tal-Politika dwar it-Trasport fl-Iskejjel approvata mill-Ministeru għall-Edukazzjoni u x-Xogħol;
- vi. Jmexxi u jissorvelja l-ippjanar, il-ġestjoni u l-koordinazzjoni tat-tmexxija ta' kuljum tat-taqsimiet responsabbli u jirrakkomanda u jimplimenta Prattiki aħjar;
- vii. Jipproponi, jimmaniġġja u jissorvelja t-titjib lis-sezzjonijiet eżistenti responsabbli għalih;
- viii. Responsabbli għall-ġbir ta' data u kitba u ta' rapporti kif mitlub mill-Kap (Loġistika u Trasport) u d-Direttur Ġenerali tal-Istrateġija u Sapport;
- ix. Iżomm in-nefqa rikorrenti u kapitali fil-baġit u jagħmel qligħ fl-effiċjenza li jwassal għal iffrankar fl-ispejjeż identifikabbli;
- x. Jistabilixxi miri u aspettattivi ċari għal subordinati permezz ta' pjanijiet ta' prestazzjoni, Performance Management Programmes u business plans;
- xi. Jirrispondi malajr u b'mod effettiv għal kwistjonijiet li jeħtieġu l-kontribut mill-Kap (Loġistika u Trasport) u d-Direttur Ġenerali tal-Istrateġija u Sapport, u jiżgura li uffiċjali oħra, kif meħtieġ, jigu infurmati b'mod adegwat dwar tali kwistjonijiet;
- xii. Jikkoordina l-proċess t'amministrazzjoni għal Breakfast Club fl-iskejjel tal-istat;
- xiii. Jamministra u ssegwi tenders kollha relatati mal-iskejjel u l-Uffiċċju Prinċipali tal-Ministeru għall-Edukazzjoni u x-Xogħol fir-rigward tal-Amministrazzjoni;
- xiv. Jikkoordina u jissorvelja t-tindif kollu fl-iskejjel tal-istat;
- xv. Jwettaq kull kompitu ieħor, li s-superjur jista' jiddelega lil / lilha, kif jista' jkun meħtieġ;
- xvi. Kwalunkwe dmir ieħor skont l-eżiġenzi tas-Servizz Pubbliku kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



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

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

Duties and responsibilities

- i. Manages, controls and directs the staff under his/her direct responsibility and provides leadership and management, including supervision, training, performance evaluation, discipline and delegation of authority;
- ii. Responsible for the Transport Section, School Transport Section, Travel Section, Inventories Section, Precinct Unit including Messengerial and Cleaning services, Registry, Stores of Ministry for Education and Employment;
- iii. Assists the Head (Logistics and Transport) in the preparation of business plans of Ministry for Education and Employment;
- iv. Ensures that data protection legislation and policies are adhered to;
- v. Manages and supervises the implementation of School Transport Policy approved by the Ministry for Education and Employment;
- vi. Manages and supervises the planning, managing and coordination of the day-to-day running of the sections responsible for and recommends and implements better practices;
- vii. Proposes, manages and supervises improvement to the existing sections responsible for;
- viii. Responsible for the collection of data and the writes up reports as requested by the Head (Logistics and Transport) and Director General Strategy and Support;
- ix. Keeps recurrent and capital expenditure within budget and making efficiency gains leading to identifiable cost savings;
- x. Sets clear targets and expectations for subordinates through performance plans, the Performance Management Programmes and business plans;
- xi. Responds rapidly and effectively to issues requiring input from Head (Logistics and Transport) and Director General Strategy and Support, and ensuring that other officials, as necessary, are adequately briefed on such issues;
- xii. Coordinates the admin process for Breakfast Club in state schools;
- xiii. Administers and follows all tenders related to schools and Ministry for Education and Employment Head Office with regards to Administration;
- xiv. Coordinates and supervises all cleaning in state schools;
- xv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xvi. Any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.