

Anness A

Ministeru	Ministeru għall-Edukazzjoni (MFED)
L-impjieg	Technician / Senior Technician



MINISTERU GHALL-EDUKAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra 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. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- vi. Kwalunkwe dmir ieħor hekk kif ordnat 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

Ministry	Ministry for Education (MFED)
Job title	Technician / Senior Technician



MINISTRY FOR EDUCATION
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. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- vi. Any other duties 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>.