

Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MEDS)
L-impjeg	Assistant Technical Officer



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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Assistant Technical Officer fil-qasam tax-Xjenza jinkludu:

Ir-Riżorsi

- i. Il-koordinazzjoni mal-Kap tad-Dipartiment/l-għalliema inkarigati biex ikunu fformolati listi ta' tagħmir flimkien mal-ispeċifikazzjonijiet bil-għan li jinxtara tagħmir ġdid jew partijiet għall-bdil;
- ii. Li jkun żgurat li r-riżorsi u t-tagħmir huma f'kundizzjoni tajba u disponibbli f'kull hin / meta meħtieġa;
- iii. Il-komunikazzjoni mal-għalliema u t-tnejn u t-twaqqif ta' tagħmir għax-Xjenza għax-xogħol prattiku, kemm għad-dimostrazzjoni kif ukoll għax-xogħol individwali u/jew fi grupp tal-istudenti. Dan jinkludi li jkun ipprovdut tagħmir għall-attivitajiet tax-Xjenza li jsiru barra;
- iv. Iż-żarmar tat-tagħmir, it-tindif u l-ħażna wara s-sessjonijiet tal-laboratorji;
- v. Għajjnuna fit-twaqqif u ż-żamma tal-laboratorji tax-Xjenza u ż-żamma f'kundizzjoni tajba tat-tagħmir kollu tal-laboratorju;
- vi. L-għoti ta' manutenzjoni u t-iswiġa tat-tagħmir ordinarju tal-laboratorju bl-użu tal-proċeduri stipulati fil-manwal tas-servizz u/jew il-koordinazzjoni mal-fornituri għall-manutenzjoni u t-iswiġa ta' tagħmir ieħor;
- vii. Il-koordinazzjoni tal-manutenzjoni u t-iswiġa u/jew il-kalibrar ta' tagħmir permezz ta' fornituri tas-servizz barra mill-iskola u/jew fornituri;
- viii. It-tnejn ta' reagenti u soluzzjonijiet meta meħtieġa bi qbil man-normi standard tal-konċentrazzjonijiet tal-massa tas-sustanza;
- ix. It-tnejn ta' tabelli għal sustanzi kimiċi bi qbil mal-istandards stabbiliti tan-nomenklatura tax-Xjenza. Dan għandu jinkludi wkoll tabelli xierqa għall-immaniġġjar u l-ħażna ta' sustanzi kimiċi;
- x. Għajjnuna lill-għalliema fit-twaqqif u l-użu tal-ICT/għajjnuniet għat-tagħlim awdjoviziv fil-laboratorju;
- xi. L-għoti ta' appoġġ lill-għalliema u l-istudenti fi proġetti tal-iskola relatati max-Xjenza;
- xii. Li jkun żgurat li r-riżorsi u t-tagħmir huma f'kundizzjoni tajba u disponibbli f'kull hin / meta meħtieġa mill-għalliema;

Is-Saħħa u s-Sigurtà

- i. Li jkun żgurat li l-istandards tas-saħħa u s-sigurtà huma mħarsa u applikati f'kull hin fil-laboratorji tax-Xjenza kif ipprovdut fl-Att dwar is- Saħħa u s-Sigurtà fuq il-post tax-Xogħol;
- ii. Il-komunikazzjoni mal-Uffiċjali kollha tal-Edukazzjoni responsabbli għas-suġġetti tax-Xjenza u s-Saħħa u s-Sigurtà;
- iii. Li jkun żgurat li tkun implimentata f'kull hin il-politika kif imfassla mill-iskola dwar is-separazzjoni tal-iskart fil-laboratorji kollha tax-Xjenza;
- iv. Il-koordinazzjoni u li jkun żgurat l-immaniġġjar sikur u l-ħażna ta' sustanzi kimiċi fil-kulleġġi kollha taħt ir-responsabbiltà tiegħu/tagħha;
- v. Il-komunikazzjoni mal-Għalliema tas-Saħħa u s-Sigurtà dwar kwistjonijiet relatati mas-saħħa u s-sigurtà fil-laboratorji tax-Xjenza;
- vi. Ix-xiri / l-akkwist tal-ilbies kollu protettiv u personali u tagħmir għall-użu fil-laboratorji tax-Xjenza;
- vii. Il-monitoraġġ, li jkun żgurat u t-tishih tad-disponibbiltà tal-ilbies kollu protettiv u personali meħtieġ u t-tagħmir għall-persuni li jużaw il-laboratorji tax-Xjenza u l-kmamar ta' thejjija;

Iż-Żamma tar-Rekords

- i. It-tfassil ta' sistema kompjuterizzata u aġġornata tal-inventarju (jekk disponibbli) għat-tagħmir kollu tax-Xjenza;
- ii. Iż-żamma ta' skeda bl-attivitattijiet tal-laboratorju li tinvolvi l-intervent tat-tekniki tal-laboratorju;
- iii. Li tkun żgurata żamma sistematika ta' rekords tal-infiq minħabba materjali u provvisti;
- iv. Il-komunikazzjoni mal-għalliema dwar l-istokk disponibbli ta' materjali u l-ikkontrollar tal-inventarju sabiex ikun żgurat stokk xieraq ta' oġġetti għall-konsum b'ammont ta' flus disponibbli għat-talbiet mill-ġdid;

L-Infrastruttura

- i. Ir-rappurtaġġ lill-membru tal-SMT/Uffiċjal Amministrattiv dwar xi ħsarat infrastrutturali fil-laboratorji għall-azzjoni ta' rimedju;
- ii. L-iċċekkjar tas-sistemi tal-ilma, l-elettriku u l-gass fil-laboratorji tax-Xjenza li jaħdmu kif suppost u f'kull hin;
- iii. Għajjnuna fit-twaqqif u iż-żamma ta' laboratorji tax-Xjenza u l-kmamar ta' thejjija;

L-Għajjnuna fil-Laboratorju

- i. Il-koordinazzjoni mal-SMT dwar iż-żamma u t-tindif tal-laboratorji tax-Xjenza u l-kmamar ta' thejjija;

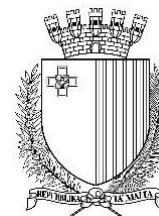
- ii. Il-komunikazzjoni mal-SMT u l-ġhalliema tax-Xjenza sabiex tkun żgurata tmexxija mingħajr problemi tal-laboratorji kollha tax-Xjenza u r-riżorsi fl-iskejjel;
- iii. Il-komunikazzjoni mal-Uffiċjal Tekniku biex iżomm sistema ta' bbukkjar għall-użu ta' laboratorji u riżorsi;
- iv. Li jkun/tkun preżenti meta meħtieġ/meħtieġa matul il-lezzjonijiet tax-Xjenza;

Oħrajn

- i. L-organizzazzjoni ta' laqgħat regolari ma' tekniċi li jinsabu fi gradi inqas biex ikun diskuss l-immaniġġjar tal-laboratorju u kwistjonijiet relatati;
- ii. L-attendenza meta meqjusa meħtieġa għal-laqgħat, taħriġ, seminars u seduti għall-iżvilupp tal-istaff kemm lokalment kif ukoll barra minn Malta;
- iii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- iv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sport (MEDS)
Job title	Assistant Technical Officer



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

Duties and responsibilities

The duties of an Assistant Technical Officer in the area of Science include:

Resources

- i. Coordinating with Head of Department/teacher-in-charge to compile lists of equipment complete with specifications in view of purchasing new equipment or spare parts;
- ii. Ensuring that resources and equipment are in good running order and available at all times / when required;
- iii. Liaising with teachers and preparing and setting up Science equipment for practical work, both for demonstrations as well as for students' individual and/or group work. This includes providing equipment for outdoor Science activities;
- iv. Dismantling equipment, cleaning it and returning it to storage after laboratory sessions;
- v. Assisting in the set-up and upkeep of Science labs and keeping all lab equipment in good working order;
- vi. Servicing and repairing ordinary lab equipment using the procedures stipulated in service manuals and/or coordinating with suppliers for the maintenance and repair of other equipment;
- vii. Coordinating the servicing and repairing and/or calibration of equipment by outside school service providers and/or suppliers;
- viii. Preparing reagents and solutions when needed in accordance with standard norms of molar concentrations;
- ix. Preparing labels for chemicals in accordance with established standards of Science nomenclature. This should include as well correct labelling for handling and storage of chemicals;
- x. Assisting the teacher in setting up and using ICT/audiovisual teaching aids in the laboratory;
- xi. Supporting teachers and students in Science related school projects;
- xii. Ensuring that resources and equipment are in good running order and available at all times / when required by teachers;

Health & safety

- i. Ensuring that the health and safety standards as provided for in the Occupational Health & Safety Act are in place and applied in Science labs at all times;
- ii. Liaising with all Education Officers responsible for Science subjects and Health & Safety;
- iii. Ensuring that the waste separation policy as defined by the school is implemented in all science laboratories at all times;

- iv. Coordinating and ensuring the safe handling and storage of chemicals in all colleges under his/her responsibility;
- v. Liaising with Health and Safety teachers visa-vis health and safety issues in the Science laboratories;
- vi. Purchasing / Procuring all personal protective clothing and equipment for use in the Science laboratories;
- vii. Monitoring, ensuring and enforcing the availability of all necessary personal protective clothing and equipment for persons using the Science laboratories and prep rooms;

Record Keeping

- i. Compiling a computerized (if available) up-to-date inventory system for all Science equipment;
- ii. Maintaining a schedule of laboratory activities involving the intervention of the laboratory technicians;
- iii. Ensuring the systematic up-to-date record keeping of expenditure vis- a-vis materials and supplies;
- iv. Liaising with teachers on the available stocks of materials and undertake inventory checks in order to ensure proper stocks of consumables in line with reorder thresholds;

Infrastructure

- i. Reporting to the authorised SMT member/Precincts Officer any infrastructural faults in the labs for remedial action;
- ii. Checking the function-ability of the water, electrical and gas supply systems in the Science labs at all times;
- iii. Assisting in the set up and up-keeping of Science labs and preparation rooms;

In the lab Assistance

- i. Coordinating with the SMT regarding the upkeep and cleaning of the Science laboratories and prep rooms;
- ii. Liaising with SMT and Science teachers to ensure the smooth running of all Science laboratories and resources in the school;
- iii. Liaising with Technical Officer to keep a booking system for the use of laboratories and resources;
- iv. Being present as required during Science lessons;

Others

- i. Organizing regular meetings with lower grades of technicians to discuss laboratory management and related issues;
- ii. Attending for meetings, training, seminars and staff development sessions as may be deemed necessary both locally and abroad;
- iii. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- iv. Any other duties as directed by the Principal Permanent Secretary.