

Anness A

Ministeru	Ministeru għall-Edukazzjoni (MFED)
L-impjeg	Principal Technical Officer



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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Principal Technical Officer jinkludu:

- i. jassisti lid-Direttur jew uffiċjali oħra superjuri għalih fl-implimentazzjoni ta' diversi xogħlijiet u proġetti;
- ii. jassigura li x-xogħlijiet li jitwettqu jkunu tal-kwalita' meħtieġa u kif titlob is-sengħa, u li dawn jitlestew fiż-żmien stipulat;
- iii. jassigura li l-ħaddiema u l-materjali jintużaw b'mod sewwa u ma jkunx hemm ħela;
- iv. jikkoordina l-proġetti billi jqassam ix-xogħlijiet, jagħmel rapport kuljum, anke permezz tas-Senior Foremen taħt ir-responsabbilta' tiegħu, dwar kif in-nies ikunu tqassmu fuq id-diversi lantijiet tax-xogħol, u darba fil-gimġha jagħmel rapport tax-xogħlijiet li jkunu twettqu;
- v. jesegwixxi x-xogħlijiet u jalloka l-ħaddiema u l-makkinarju skont l-esiġenzi tax-xogħlijiet;
- vi. jsegwi l-progress tax-xogħlijiet u jirrapporta lis-superjuri tiegħu f'dawk il-każijiet fejn ikun hemm xi problema;
- vii. jispezzjona s-siti ta' kuljum fejn ikunu qed isiru x-xogħlijiet sabiex jassigura l-produttivita' u l-effiċjenza tal-ħaddiema;
- viii. jassigura u jinforza mgħieba tajba, dixxiplina, puntwalita' u standards dwar is-Saħħa u s-Sigurta' tal-ħaddiema fuq il-lant tax-xogħol;
- ix. jikkoordina u jsegwi kuntrattur/i fix-xogħlijiet li jkunu qed iwettqu fuq proġetti f'diversi siti;
- x. jikkoordina u jsegwi x-xogħlijiet fuq is-siti biex jiżgura li kull sit ikun skont dak li hu mitlub f'dak li għandu x'jaqsam ma' organizzazzjoni tas-sit, permessi u kwistjonijiet ta' Saħħa u Sigurta';
- xi. jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xii. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education (MFED)
Job title	Principal Technical Officer



MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Principal Technical Officer include:

- i. assisting the Director or other superiors in the implementation of various works/projects;
- ii. ensuring that works are carried out to the required standards and completed within the set time-frames;
- iii. ensuring cost-savings with respect to Human Resources and materials;
- iv. coordinating projects by assigning works and formulating daily reports, also through Senior Foremen under his/her responsibility, regarding the allocation of the labour-force and weekly works progress reports;
- v. executing work and allocating personnel and machinery according to the exigencies of the work;
- vi. monitoring progress and reporting on any problem areas;
- vii. conducting daily site visits to monitor the productivity and efficiency of the workforce;
- viii. ensuring and enforcing conduct, discipline, punctuality, Health and Safety and Welfare standards;
- ix. coordinating and monitoring of contractor/s working on various project sites;
- x. coordinating and monitoring of site activities, to ensure that all sites meet all requirements regarding site organization, permits and Health and Safety issues;
- xi. undertaking any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xii. undertaking any other tasks, which the superior may delegate to him/her, as may be required; and
- xiii. any other duties as directed by the Principal Permanent Secretary.