

# Anness A

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



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

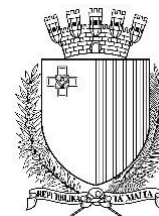
## Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Senior Technical Officer jinkludu:

- i. jippjana, jikkontrolla u jissorvelja l-attivitajiet kollha tekniċi li jkunu qed isiru mis-Sezzjoni;
- ii. jagħti pariri tekniċi lil subordinati li jaqgħu taħt ir-responsabbiltà tiegħu u manigment anzjan skont kif ikun jinħtieg, u jikkoordina l-attivitajiet tassezzjoni ma' dawk ta' sezzjonijiet oħra tad-dipartiment; jipprovdi
- iii. għajjnuna lis-Senior Management billi jzomm rekords u statistiki, jikkompila estimi finanzjarji, business plans, rapporti annwali u skont terminu ta' żmien, u rapporti oħra kif ikun jinħtieg, biex jiżgura li l-progetti jkunu qed jitwettqu skont l-iskeda u l-baġit;
- iv. jiżgura li xogħlijiet li jkunu qed isiru b'xogħol dirett jew bil-kuntratt jitwettqu b'mod effiċjenti u effettiv u mingħajr hela ta' riżorsi, u li nuqqasijiet jiġu rrapportati lill-manigment anzjan u l-azzjoni dwar dawn tittiehed kif ikun meħtieg;
- v. jikkoordina t-twaqqif kif ikun xieraq u jmexxi sottosezzjonijiet godda fi hdan is-Sezzjoni inkluż Awditjar Intern u Kontroll tal-Kwalità;
- vi. jagħmel superviżjoni u jsegwi l-progress ta' studenti u apprendisti li jkunu taħt ir-responsabbiltà tiegħu, u jwaettaq dmirijiet oħra skont il-ħtiġijiet tad-dipartiment;
- vii. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieg; u
- viii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Education (MFED)
<b>Job title</b>	Senior Technical Officer



MINISTRY FOR EDUCATION  
GREAT SIEGE ROAD, FLORIANA, MALTA

## Duties and responsibilities

The duties of a Senior Technical Officer include:

- i. plans, controls and supervises of all technical activities undertaken by the Section;
- ii. provides technical advice to subordinates under his/her responsibility and senior management as necessary, and coordinates the activities of the section with those of other sections of the department;
- iii. provides support to senior management by maintaining records and statistics, compiling financial estimates, business plans, annual and term reports, and other reports as may be required, to ensure that projects are kept to schedule and budget;
- iv. ensures that works carried out by direct labour or contracted work are efficiently and effectively carried out and without waste of resources, and that shortcomings are duly reported to senior management and that follow up action is undertaken as required;
- v. coordinates the proper setting up and leads the new subsections within the Section including Internal Audit and Quality Control;
- vi. supervises and mentors students or trainees placed under his/her responsibility, and performs any other duties in accordance with the needs of the department;
- vii. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- viii. any other duties as directed by the Principal Permanent Secretary.