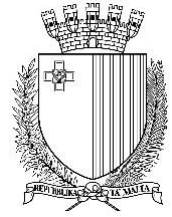


Anness A

Ministeru	Ministeru għall-Edukazzjoni (MFED)
L-impjeg	Supervisor



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

Dmirijiet u responsabbiltajiet

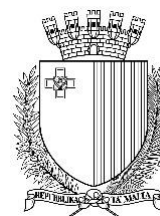
3.1. Id-dmirijiet ta' Supervisor jinkludu:

- i. jkollu r-responsabbiltà ġenerali għad-distribuzzjoni tal-impjegati li jaqgħu taħt ir-responsabbiltà tiegħu/tagħha biex jaqdi/taqdi l-ammont ta' xogħol ta' kuljum;
- ii. jiżgura li x-xogħlijiet kollha inkluzi s-servizzi tat-tindif, jitwettqu skont l-istandards meħtieġa, permezz ta' spezzjonijiet regolari biex tkun żgurata l-konsistenza;
- iii. fir-rigward tat-tindif ġenerali, jiġi żgurat li l-faċilitajiet u l-postijiet kollha tal-iskejjel u ċ-ċentri li jiffurmaw parti mill-Kulleġġ/i jinżammu nodfa, siguri u sikuri l-ħin kollu;
- iv. jagħti prijorità, jassenja u jikkoordina ordnijiet tax-xogħol lill-impjegati fdati taħt l-amministrazzjoni u l-kontroll tiegħu/tagħha;
- v. jgħin biex jaħdem u jiżviluppa ħiliet ta' xogħol f'tim fost dawn l-impjegati;
- vi. jassisti fit-taħriġ u jissorvelja x-xogħol tal-impjegati, biex jidentifika l-ħiliet individwali ta' kull impjegat u jutilizza l-kompetenzi tagħhom b'mod flessibbli fl-iskejjel u ċ-ċentri li jiffurmaw parti mill-Kulleġġ/i;
- vii. jzomm il-ħin u jzomm il-*muster rolls* u rekords ta' attendenza;
- viii. jikkomunika b'mod effettiv, bil-Malti u bl-Ingliż, bil-fomm u bil-miktub kif meħtieġ;
- ix. jipprepara rekords li jikkonċernaw ħaddiema (eż. *allowances*, sahra) u rekords oħra relatati mas-sit tax-xogħol taħt ir-responsabbiltà tiegħu/tagħha (eż. rapporti dwar il-progress fix-xogħol);
- x. jikkollabora mal-College Precinct Officer/Technical Officer/Senior Technical Officer rispettiv biex jiżgura aktar kontabbiltà;
- xi. jkun responsabbli għall-istores u t-tagħmir;
- xii. jaħdem/taħdem mal-impjegati li jinsabu taħt ir-responsabbiltà tiegħu/tagħha, meta jkun meħtieġ;
- xiii. jissorvelja xogħlijiet li jkunu qed isiru skont kif ikun assenjat lilu mis-superjur tiegħu/tagħha;

- xiv. jwettaq dmirijiet oħra li jistgħu, minn żmien għal żmien, jiġu assenjati lilu/lilha mill-Prinċipal tal-Kulleġġ;
 - xv. kwalunkwe komputu ieħor li s-superjur tiegħu/tagħha jista' jiddelega lilu/ha, kif ikun meħtieġ; u
 - xvi. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.
-
- 3.2. Il-persuna magħzula tista' tkun meħtieġa li twettaq dmirijiet fi kwalunkwe Servizzi tal-MFED, skont id-diskrezzjoni tal-Amministrazzjoni.
 - 3.3. Il-persuna magħzula tista' tkun responsabbli għall-*minor staff* f'aktar minn sit/skola waħda.

Annex A

Ministry	Ministry for Education (MFED)
Job title	Supervisor



MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

3.1. The duties of a Supervisor include:

- i. having overall responsibility for the distribution of staff falling under his/her responsibility to cater for the daily workload;
- ii. ensuring that all the works including the cleaning services, are carried out as per required standards, through regular inspections to ensure consistency;
- iii. with regard to general cleaning, ensuring that all facilities and grounds of the schools and centres forming part of the College/s are kept clean, safe and secure at all times;
- iv. prioritising, assigning and coordinating work orders to employees entrusted under his/her administration and control;
- v. assisting in working and developing teamwork skills among these employees;
- vi. assisting in training and supervising the work of employees, to identify the individual skills of each employee and to utilize their competencies flexibly within the schools and centres forming part of the College/s;
- vii. time-keeping and keeping of muster rolls and attendance records;
- viii. communicating effectively, in Maltese and English, orally and in writing as required;
- ix. preparing of records concerning employees (e.g. allowances, overtime) and other records related to the site of work under his/her responsibility (e.g. work progress reports);
- x. liaising with the respective College Precinct Officer/Technical Officer/Senior Technical Officer to ensure more accountability;
- xi. having responsibility for stores and equipment;
- xii. working with employees under his/her supervision, when required;
- xiii. supervising works being carried out as assigned by his/her superior;

- xiv. performing other duties as may from time to time be assigned to him/her by the College Principal;
- xv. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xvi. any other duties as directed by the Principal Permanent Secretary.

3.2. A selected applicant may be required to perform duties in any of MFED Services at the discretion of the Management.

3.3. A selected applicant may be responsible for minor staff in more than one site/school.