

# Anness A

<b>Ministeru</b>	Ministeru għall-Edukazzjoni u l-Isport (MEDS)
<b>L-impjeg</b>	Technical Officer



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

## Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Technical Officer jinkludu:

- i. li jirrapporta direttament lis-Senior Technical Officer;
- ii. li jiehu ħsieb il-manutenzjoni generali tal-binjiet kollha tad-Dipartiment, Diviżjoni, Direttorat jew sit ieħor li jappartjeni lid-Direttorat għal Servizzi Edukattivi fi Ħdan il-Ministeru għall-Edukazzjoni inkluż l-iskejjel tal-Gvern;
- iii. li jkun responsabbli biex jagħmel rapporti u estimi dwar xogħol ta' manutenzjonijiet li jridu jsiru u materjal għal xogħol li jkun hemm bżonn;
- iv. superviżjoni diretta fuq il-gradji Industrijali u Tekniċi li jinkludi s-superviżjoni tax-xogħol komplut u tal-materjal, apparat u għodda użata;
- v. li jagħmel rapporti kull xahar fuq il-progress tax-xogħolijiet li jkunu qed isiru;
- vi. li jzomm record tal-vacation leave u s-sick leave fuq l-attendance sheets tal-impjegati Tekniċi u Industrijali qabel ma jgħaddi l-attendance sheets għal-attenzjoni tas-senior management kuljum;
- vii. li jwettaq dmirijiet oħra li huma relatati ma' xi ħadd li jokkupa l-post ta' Technical Officer;
- viii. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- ix. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Education and Sport (MEDS)
<b>Job title</b>	Technical Officer



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

## Duties and responsibilities

The duties of a Technical Officer include:

- i. reports directly to the Senior Technical Officer;
- ii. in charge of the general maintenance of the premises of any Department, Division, Directorate or other site pertaining to the Ministry for Education, including, though not limited to, State Schools;
- iii. responsible for drafting reports and estimates of the maintenance works to be performed and deciding what material is required for each job;
- iv. direct supervision of the Industrial and Technical staff which includes the supervision of works carried out and of the material, equipment and tools used;
- v. draws up monthly reports on the progress of works carried out;
- vi. noting records of vacation leave and sick leave on the attendance sheets of the Technical and Industrial staff prior to submitting the attendances to the attention of the senior management daily;
- vii. performs any other duties that are expected from one who occupies the post of Technical Officer;
- viii. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- ix. any other duties as directed by the Principal Permanent Secretary.