

Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż- Żgħażaġh, ir-Riċerka u l- Innovazzjoni (MEYR)
L-impjieg	Assistant Manager



MINISTERU GHALL-EDUKAZZJONI, L-ISPORT, IŻ-
ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

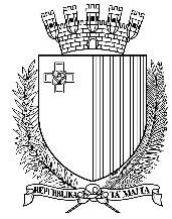
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Assistant Manager fi hdan id-Direttorat għat-Trasport jinkludu:

- i. jippreżenta kazijiet li ma jaqgħux taħt il-politika u l-proċeduri approvati tat-Taqsima tat-Trasport tal-Iskejjel, u jiġbed l-attenzjoni tal-Line Manager xieraq u jassisti fl-implimentazzjoni tal-azzjoni xierqa rrakkomandata;
- ii. jwettaq ix-xogħol ta' accounting u procurement meħtieġ għal din it-taqsimha;
- iii. jiġbor u jhejji rotot tat-trasport tal-iskola li jiffurmaw parti mir-registri tar-rotot skont it-talbiet magħmula mill-kulleġġi tal-istat, skejjel mhux statali u sezzjonijiet / unitajiet u faċilitajiet tal-edukazzjoni;
- iv. jikkomunika d-dettalji tar-rotot tat-trasport lil fornituri rispettivi, skejjel statali u mhux statali u entitajiet oħra li jibbenefikaw mis-servizzi tat-Trasport fl-Iskejjel;
- v. jippreżenta u jiġbor ilmenti biex jikkomunikahom lill-Line Manager għall-azzjoni u jsegwihom biex jiżgura li l-kwistjonijiet jiġu solvuti skont il-politika tat-Taqsima tat-Trasport tal-Iskejjel u l-ftehimiet dwar it-trasport;
- vi. jsegwi bidliet fl-iskeda kif mitlub mill-kulleġġi tal-istat skejjel mhux tal-istat, u faċilitajiet edukattivi u jgħaddihom lill-operaturi għall-azzjoni meħtieġa u jzomm rekord tan-notifiki;
- vii. jiġbor informazzjoni dwar inċidenti u japplika penali bi ftehimiet stabbiliti u jivverifika r-rapporti ta' kull xahar u jhejji r-rendikont tar-rapporti għal skopijiet ta' hlas;
- viii. jwettaq żjarat fuq il-post fir-rigward ta' mistoqsijiet li jaffettwaw l-immaniġġjar tat-traffiku ta' rotot eżistenti tat-Taqsima tat-Trasport tal-Iskejjel;
- ix. jippartecipa f'sessjonijiet (ta' informazzjoni u taħriġ) biex itejbu l-hiliet;
- x. jwettaq kull kompitu ieħor li jista' jkun meħtieġ mid-Dipartimenti /Direttorati tal-Edukazzjoni minn żmien għal żmien relatat mal-operat tat-Trasport fl-Iskejjel;
- xi. jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xii. kwalunkwe kompitu 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, Sport, Youth, Research and Innovation (MEYR)
Job title	Assistant Manager



MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of an Assistant Manager within the Directorate for Transport include:

- i. lodges cases that do not fall within the approved policy and procedures of the School Transport Section, and flags them to the appropriate Line Manager and assists in the implementation of the recommended appropriate action;
- ii. carries out the accounting and procurement work needed for this section;
- iii. collates, compiles and prepares school transport routes which form part of the route registers according to the demands made by state colleges, non-state schools and education sections/units and facilities;
- iv. communicates details of transport routes to respective providers, state and non-state schools and other entities which benefits from the School Transport services;
- v. lodges and compiles complaints to communicate them to the Line Manager for action and follows them to ensure that issues are resolved according to the School Transport Section policy and transport agreements;
- vi. follows up changes in schedule as requested by state colleges non-state schools, and education facilities and forwards to operators for necessary action and keeps record of notifications;
- vii. collates information of incidents and applies penalties with established agreements and verifies the monthly reports and prepares the statement of reports for payment purposes;
- viii. performs onsite visits in relation to queries that affects the traffic management of existing School Transport Section routes;
- ix. participates in (information and training) sessions to enhance skills;
- x. any other task that may be required by the Education Departments/Directorates from time to time related to School Transport operation;
- xi. undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xii. undertakes 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.