

Anness A



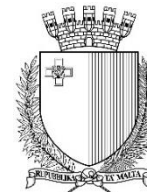
MINISTERU GHALL-FINANZI U X-XOGHOL
30, MAISON DEMANDOLS,
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

Ministeru	<i>Ministeru għall-Finanzi u x-Xogħol</i>
L-impjeg	<i>Foreman (Stores)</i>

Dmirijiet u Responsabbiltajiet

- i. Jassisti lill-Principal inkarigat mill-imħażen fiż-żamma u l-manteniment tal-imħażen kif ukoll jissorvelja l-aġġornar tas-sistemi ta' inventarju;
- ii. Jassisti lill-Principal inkarigat mill-imħażen fl-immaniġġjar tal-prestazzjoni tal-istorekeeps u jiggwida l-istorekeeps fl-attivitajiet ta' kuljum;
- iii. Iżomm rendikont tax-xogħol li jidhrol u jżomm rekord tal-post fejn qiegħed jinżamm ix-xogħol gol-imħażen;
- iv. Jikkordina u jorganizza d-distribuzzjoni tar-rekwiżiti mill-imħażen għall-uffiċċini/stazzjonijiet tad-Dwana, kif meħtieġ;
- v. Jassigura li t-teknikalitajiet kollha tal-inventarju u l-proċeduri jiġu implimentati b'mod korrett;
- vi. Jassisti fl-istocktakes li jsiru perjodikament;
- vii. Ihaddem sistemi kompjuterizzati li jistgħu jkunu utilizzati mid-Direttorat rispettiv;
- viii. Jipparteċipa f'sessjonijiet ta' taħrig li jistgħu jkunu organizzati mid-Direttorat rispettiv jew Entitajiet tas-Servizz Pubbliku hekk kif ikun meħtieġ u skont l-eżiġenzi ta' żvilupp kontinwu mid-Direttorat;
- ix. Kwalunkwe kompitu ieħor li s-superjur jista' jkun jiddelega lilu/ha, kif jista' jkun meħtieġ;
- x. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR FINANCE AND EMPLOYMENT
30, MAISON DEMANDOLS,
SOUTH STREET, VALLETTA

Ministry	<i>Ministry for Finance and Employment</i>
Job title	<i>Foreman (Stores)</i>

Duties and Responsibilities

- i. Assisting the Principal in charge (Stores) in the upkeep and maintenance of the stores area as well as supervising the updating of inventory management;
- ii. Assisting the Principal in charge (Stores) in managing the performance of the storekeepers and in mentoring and supervising storekeepers in their daily activities;
- iii. Monitoring the receipt, recording and positioning of goods/materials in their location at the stores;
- iv. Coordinating and organising the distribution of stores requisitions to various Customs' offices and outstations, as required;
- v. Ensuring that all inventory techniques and procedures are correctly implemented;
- vi. Assisting in the periodical stocktaking;
- vii. Making use of the Information Technology systems which may be in operation in the respective Directorate;
- viii. Participating in any training sessions as organized by the respective Directorate or other Public Service Entities as directed by the Directorate's continuous development work exigencies;
- ix. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- x. Any other duties as directed by the Principal Permanent Secretary.