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# Minister Justyne Caruana at Xewkija Document Management Centre

Minister for Gozo, Justyne Caruana together with Parliamentary Secretary for Persons with Disability and Active Ageing, Anthony Agius Decelis visited the MaltaPost Document Management Centre in Xewkija, Gozo.

MaltaPost has employed persons with disabilities to work within this centre while Jobs Plus and the Lino Spiteri Foundation facilitated the recruitment and training process. So far some 55 persons have been trained to acquire the necessary skills to ensure that high service quality levels are maintained.

MaltaPost Chairman, Joseph Said commented: "*….we consider it our duty to ensure that, as far as possible, our work processes are such that they may also be performed by persons who may not enjoy full physical capabilities. It is this philosophy which spurred us to create this project that is now providing employment opportunities for persons with disabilities".*

*"Merely employing the number of disabled persons as dictated by the law was not enough for MaltaPost. Together with Jobs Plus, the Lino Spiteri Foundation and a number of dedicated job coaches, we have managed so far to employ and train some 55 persons in Gozo who now have a stable job and earn a respectable wage"* explained Joseph Said.

Various private companies and entities have released valuable office space by entrusting their documents to this centre, which apart from archiving, also offers scanning, digitizing, conversion of documents to electronic form as well as final destruction by shredding.

The centre in Xewkija is ISO 9001-certified and an affiliated member of the National Association for Information Destruction, the Professional Records and Information Services Management and of the Information and Records Management Society.

For more information on this Document Management Centre visit www.youtube.com and search for 'MALTAPOST DOCUMENT MANAGEMENT SOLUTIONS - GOZO'. https://www.youtube.com/watch?v=ASieoQLzVkI

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**Żjara mill-Ministru Justyne Caruana fiċ-Ċentru tad-Document Management tal-MaltaPost fix-Xewkija**

Il-Ministru għal Għawdex Dr Justyne Caruana u s-Segretarju Parlamentari Anthony Agius Decelis, għamlu żjara fiċ-ċentru tad-Document Management tal-MaltaPost fix-Xewkija, Għawdex.

MaltaPost impjegat numru ta' ħaddiema b'diżabilita' biex jaħdmu f'dan iċ-ċentru filwaqt li Jobs Plus u Lino Spiteri Foundation iffaċilitaw il-proċess tar-reklutaġġ u t-taħriġ. S'issa madwar 55 persuna ġew imħarrġa biex jakkwistaw il-ħiliet neċessarja biex jiżguraw li jinżammu livelli għolja ta' kwalita' tas-servizz.

Iċ-Chairman tal-MaltaPost Joseph Said spjega li *"...aħna nħossu li huwa dmir tagħna li naraw  li sakemm jista' jkun il-proċessi tax-xogħol tagħna jkunu jistgħu jitwettqu wkoll minn nies bi bżonnijiet speċjali. U kienet din il-filosofija li ġegħlitna noħolqu dan il-proġett li issa jipprovdi impjieg għal persuni b'diżabilita*".

"*Li timpjega n-numru ta' nies b'diżabilita' skont il-liġi, ma kienx biżżejjed għal MaltaPost. Flimkien ma' Jobs Plus, The Lino Spiteri Foundation u numru ta' job coaches professjonali aħna s'issa irnexxielna nimpjegaw u nħarrġu madwar 55 persuna f'Għawdex li llum għandhom xogħol stabbli b' paga xierqa*" kompla jispjega Joseph Said.

Diversi kumpaniji privati u entitajiet ffrankaw spazju fl-ufficċini taghhom billi fdaw id-dokumenti tagħhom lil dan iċ-ċentru, li minbarra li joffri s-servizz ta' arkivjar, joffri ukoll is-servizzi ta' scanning, diġitizzazzjoni, konversjoni tad-dokumenti f'versjoni elettronika u l-faċilita' li dawn id-dokumenti fl-aħħar jiġu distrutti b'mod kunfidenzjali.

Iċ-Ċentru tax-Xewkija huwa attrezzat biex jipprovdi servizzi ta' kwalita' għolja u kiseb l-MSA EN ISO 9001:2008 li huwa ċertifikat rikonoxxut li juri kwalita` għolja u konsistenti fis-servizz tad-document management. Huwa membru tan-National Association for Information Destruction, the Professional Records and Information Services Management u Information and Records Management Society.

Għal aktar informazzjoni dwar dan iċ-Ċentru tad-Document Managment żur www.youtube.com u fittex fuq 'MALTAPOST DOCUMENT MANAGEMENT SOLUTIONS - GOZO'. https://www.youtube.com/watch?v=ASieoQLzVkI