

OFFICE OF THE ATTORNEY GENERAL

Admiralty House, 53
South Street
Valletta

Vacancy Title: Manager (Information Technology)

Reference: 391752

Job Type: Full Time

Location: Il-Belt Valletta, Malta

Closing Date: 31st January 2023

General Information

MQF Level 6 in Computing and/or ICT or a recognised comparable professional qualification and 1 year relevant experience OR MQF Level 5 and 3 years' relevant work experience.

Eligibility Criteria

i) in possession of a recognised qualification at MQF Level 6 (with a minimum of 180 ECTS/ECVETS or equivalent*) in Computing and/or ICT or a recognised comparable professional qualification at MQF Level 6 in Computing and/or ICT plus one (1) year relevant work experience in a formal and mature ICT environment;

OR

ii) in possession of a recognised qualification at MQF Level 5 (with a minimum of 60 ECTS/ECVETS or equivalent*) in Computing and/or ICT or a recognised comparable qualification at MQF Level 5 in Computing and/or ICT plus three (3) years relevant work experience in a formal and mature ICT environment;

*A recognised Qualification comparable to 180/60 ECTS/ECVETS credits, as applicable is only accepted subject to an MFHEA formal recognition statement being submitted with the application.

Duties:

- i. Actively participate in the procurement and full life cycle of all Information Systems required by the Agency and ultimately administer such systems from an IT Management perspective.
- ii. Monitors the day to day running of the IT systems and Infrastructure ensuring effective end user support on the infrastructure, systems and database applications and the appropriate maintenance of such;
- iii. Ensures that an appropriate technical support framework is in place, including the management and oversight of the maintenance of the physical network, deployment of ICT services and applications;

- iv. Ensures business continuity of ICT services including hardware, software, connectivity and web services;
- v. Researches, identifies, and proposes IT infrastructural improvement for implementation consideration;
- vi. Develops, implements, and maintains written policies and procedures for IT systems installation and configuration, operations, development and data management;
- vii. Installs and configures hardware, software, peripherals, services, directories, storage, etc. in accordance with standards and project/operational requirements;
- viii. Reviews system performance and application logs, verifying completion of scheduled jobs such as backups, set up log shipping for multiple databases, transaction log truncation and generating periodic performance reporting;
- ix. Coordinates and communicates with impacted constituencies the repair and recovery from hardware or software failures;
- x. Carries out ongoing performance tuning, hardware upgrades, system updates and resource optimisation as required;
- xi. Ensures the integrity and security of IT Systems as required by the Government's policies and procedures;
- xii. Creates and maintains user accounts and assigning privileges through security systems to ensure efficient operations at all levels;
- xiii. Tests computer hardware, software and operating system software with the use of test tools and scripts;
- xiv. Maintains updated documentation about systems' configurations;
- xv. Keeps abreast with technical and strategic developments and trends within the ICT industry and specific business area/s;
- xvi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xvii. Any other duties, as directed by direct superiors.

Other remarks:

Parastatal

Profile 1 ISCED Level: Short-cycle tertiary education - Level (5)

Subject	Level	Grade
Computing	Competent	N.A.

Profile 2 ISCED Level: Short-cycle tertiary education - Level (5)

Subject	Level	Grade
ICT	Competent	N.A.

Profile 3 ISCED Level: Short-cycle tertiary education - Level (5)

Subject	Level	Grade
IT / ICT	Competent	N.A.

Profile 4 ISCED Level: Short-cycle tertiary education - Level (5)

Subject	Level	Grade
Information and Communication Technology	Competent	N.A.

Past Experience

Occupation	Experience (months)
MANAGER, INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICES	36

Driving Licenses

No Driving Licences

This vacancy does not require any driving licences.