

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: 24th March 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
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Information and Communication Technology	Competent	N.A.
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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.