

Annex A



Ministeru	<i>Ministeru għall-Politika Soċjali u d-Driftijiet tat-Tfal .</i>
L-impjeg	<i>Senior Systems Administrator</i>

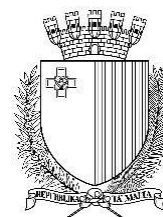
MINISTERU GHALL-POLITIKA SOĊJALI U D-DRITTIJET TAT-TFAL
310, PALAZZO FERRERIA, TRIQ IR-REPUBBLIKA VALLETTA.

Dmirijiet u Responsabbiltajiet

- i. Jassisti fl-iżvilupp, l-aġġornament u l-implimentazzjoni ta' prattici operattivi ġodda, u tassigura li r-rizorsi disponibbli jintużaw b'mod effettiv u effiċjenti;
- ii. Jara li s-servizzi jitwasslu b'mod li jilħqu l-għanijiet tas-servizz, u twettaq evalwazzjonijiet u valutazzjonijiet biex tiżgura proċess stabbilit, effiċjenti u titjib kontinwu;
- iii. Jassisti biex jiżviluppa u jimplimenta strategija biex ittejjeb ir-relazzjonijiet ma' fornituri ewlenin u jiżgura li s-servizzi u l-prodotti ta' l-IT mixtrija jikkonformaw bis-sħiħ mas-Service Level Agreements (SLA) u kwalunkwe obbligu kuntrattwali ieħor;
- iv. Iwettaq superviżjoni fuq l-operat inkluż taħriġ u evalwazzjoni tal-istaff, u tipprovdi direzzjoni lill-ħaddiema tekniċi kif ikun meħtieġ;
- v. Jassigura li l-politika u d-deċiżjonijiet manigerjali jiġu mħarsa billi tassumi rwol ewleni fl-implimentazzjoni ta' sistemi/soluzzjonijiet tal-IT;
- vi. Jiżviluppa u tikkordina direzzjonijiet u skedi ta' proġetti biex il-benefiċċji jintużaw bl-aħjar mod u jitnaqqsu limpatti fuq l-utenti tas-sistemi tal-IT;
- vii. Jassigura li tinzamm is-sigurtà u l-integrità tas-sistemi u d-data pproċessata tal-ICT mill-istess sistemi, inkluż il-kontroll tal-aċċess tal-utenti, l-irkupru minn diżastri u l-proċeduri ta' kontinwità ta' negozju;
- viii. Ifassal rapporti analitiċi dwar it-titjib kontinwu tas-servizz bil-għan li jinkisbu benefiċċji kummerċjali sostenibbli;
- ix. Jikkoordina ma' entitajiet, fornituri, mas-CIO tal-Ministeru u mal-MITA dwar servizzi, hardware, software u networks tal-ICT biex tiżgura operazzjonijiet siguri u f'waqthom;
- x. Jippjana u tfassal l-iskedar tal-installazzjoni tal-hardware, tas-sistemi operattivi u tal-applikazzjonijiet;
- xi. Jimmanigġja r-rizorsi tas-sistemi tal-IT inkluż il-prestazzjoni, il-kapaċità, id-disponibbiltà, is-servizz li jagħti u kemm jista' jiġi rkuprat;
- xii. Izomm ruħu aġġornat mal-iżviluppi teknoloġiċi, fis-sistemi amministrattivi tat-teknoloġija u tirrakkomanda modi biex tiegħu vantaġġ mit-teknoloġija ġdida;
- xiii. Iwettaq dmirijiet oħra skont kif assenjat mis-Segretarju Permanenti, is-CIO jew irrapprezentant/a/i tagħhom.
- xiv. Iwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewleni.

Annex A

Ministry	<i>Ministry for Social Policy and Children's Rights</i>
Job Title	<i>Senior Systems Administrator</i>



MINISTRY FOR SOCIAL POLICY AND CHILDREN'S RIGHTS.

310, PALAZZO FERRERIA, REPUBLIC STREET VALLETTA.

Duties and Responsibilities

- i. Assists in developing, updating and implementing new operating practices, and ensuring all available resources are utilised effectively and efficiently.
- ii. Oversees the delivery of services to meet service goals and conducting evaluations and assessments to ensure continuous improvement and process efficiencies are in place.
- iii. Assists in developing and implementing of a strategy to improve the relations with major suppliers and ensuring that the IT services and products procured fully comply with the related Service Level Agreements (SLA) and any other contractual obligations.
- iv. Supervises operations staff including training and evaluating and provide work direction to technical staff as required.
- v. Ensures adherence to management policies and decisions by assuming a leading role in the implementation of IT systems/solutions.
- vi. Develops and coordinating project directions and schedules to maximize benefits and minimize impacts on the users of the IT systems.
- vii. Ensures and maintains security and integrity of all ICT systems and data processed by same systems including user access control, disaster recovery and business continuity procedures.
- viii. Compiles analytical reports about continual service improvement with a view to realise sustainable business benefits.
- ix. Liaises with relevant entities, suppliers, the Ministry's Chief Information Officer and MITA about ICT services, hardware, software and networks to ensure timely and secure operations of systems.
- x. Plans and schedules the installation of hardware, operating systems, and applications software.
- xi. Manages the IT systems resources including performance, capacity, availability, serviceability and recoverability.
- xii. Stays current with technological developments in systems administration technology and recommending ways to take advantage of new technology.
- xiii. Carries out any other duties as directed by the respective Ministry Permanent Secretary and CIO or their representatives.
- xiv. Undertakes any other duties as directed by the Principal Permanent Secretary