



Annex A

Ministry:	<i>Ministeru għall-Ambjent, l-Energija u l-Indafa Pubblika</i>	 GVERN TA' MALTA MINISTERU GHALL-AMBIJENT, L-ENERĠIJA U L-INDAFA PUBBLIKA
Job Title:	<i>Systems Administrator</i>	
Dmirijiet u Responsabbiltajiet		

- i. Jissorvelja sistemi u infrastruttura tal-IT minn jum għal jum. Jiżgura ‘end-user support’ effettiv fuq l-infrastruttura, sistemi, u applikazzjonijiet tad-‘database’ u l-manutenzjoni adegwata tal-istess;
- ii. Jiżgura li jkun hemm ‘technical support framework’ adegwat, inkluż ukoll l-immaniġjar u sorveljanza tal-manutenzjoni tan-‘network’ fiżiku, iskjerament ta’ servizzi u applikazzjonijiet tal-ICT;
- iii. Jiżgura kontinwita’ fin-negozju ta’ servizzi tal-ICT, inkluż ‘hardware’, ‘software’, ‘connectivity’ u ‘web services’;
- iv. Jirriċerka, jidentifika, u jipproponi titjeb fl-infrastruttura tal-IT sabiex tkun ikkunsidrata l-implimentazzjoni tagħha;
- v. Jiżviluppa, jimplementa u jsir manutenzjoni tar-‘written policies’ u proċeduri għall-installazzjoni u konfigurazzjoni, operazzjoni u żvilupp ta’ sistemi tal-IT, u maniġġjar ta’ data u informazzjoni;
- vi. Jinstalla u jikkonfigura ‘hardware’, ‘software’, ‘peripherals’, ‘services’, ‘directories’, ‘storage’, eċċ. skond l-istandards u rekwiżiti tal-proġetti /operazzjonijiet;
- vii. Jirrevedi l-prestazzjoni tas-sistema u ‘application logs’, jivverifika li l-kompiti skedati ikunu kompleti, bħal ‘backups’, ‘set up’ ta’ ‘log shipping’ għal diversi ‘databases’, ‘transaction log truncation’ u, perjodikament, jiġġenera rapporti tal-prestazzjoni;
- viii. Jikordina u jikkomunika dwar riparazzjoni u rkupru ikkawżat minn fallimenti ta’ ‘hardware’ jew ‘software’, mal-kostitwenti affettwati;
- ix. Jwettaq irfinar kontinwu tal-prestazzjoni, aġġornamenti ta’ ‘hardware’, aġġornamenti tas-sistema u ottimizzazzjoni tar-riżorsi kif meħtieġ;
- x. Jassigura l-integrità u s-sigurtà tas-sistemi tal-IT, skond kif rikjest mill-‘policies’ u proċeduri tal-Gvern;
- xi. Jikkreja u jżomm user accounts u jassenja privileġġi permezz ta’ sistemi ta’ sigurtà’ biex jiżguraw operazzjonijiet effiċjenti fil-livelli kollha;
- xii. Jittesjta ‘computer hardware’, ‘software’ u ‘operating system software’ bl-użu ta’ ‘test tools’ u scripts;
- xiii. Jżomm dokumentazzjoni aġġornata fuq il-konfigurazzjoni tas-sistema ;
- xiv. Jżomm aġġornat ma’ żviluppi u tendenzi tekniċi u strateġiċi fi hdan l-industrija tal-ICT u oqsma speċifiċi oħra tan-negozju ;
- xv. Kwalunkwe komputu ieħor li s-superjur jista’ jiddelega lilu/lilha, kif jista’ jkun meħtieġ;
- xvi. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta’ kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry:	<i>Ministry for the Environment, Energy and Public Cleanliness</i>	 GOVERNMENT OF MALTA MINISTRY FOR THE ENVIRONMENT, ENERGY AND PUBLIC CLEANLINESS
Job Title:	<i>Systems Administrator</i>	

Duties and Responsibilities

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