

Anness A

Ministeru	Ministeru għas-Saħħa u l-Anzjanità Attiva
L-impjeg	Microsoft Power Platform Programmer fil-Proġett EU JAMRAI2



MINISTRY for HEALTH and ACTIVE AGEING
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Iwettaq reviżjoni teknika rapida tas-soluzzjonijiet eżistenti ta' SharePoint indikati li se jintużaw għall-proġett JAMRAI (siti, listi/libreriji, formoli, permessi, flussi tax-xogħol u kwalunkwe komponent infassal apposta) biex tifhem id-dipendenzi u l-punti problematiċi.
- ii. Jikkollabora mal-utenti u l-partijiet interessati biex tikkonferma r-rekwiżiti, il-prijoritajiet, u kwalunkwe restrizzjoni, u taqbel dwar kriterji ċari ta' aċċettazzjoni.
- iii. Jipproduċi pjan konċiż "kif inhu" u "li se jkun" li jipproponi arkitettura ta' informazzjoni aktar sempliċi (struttura tas-siti, navigazzjoni, ismijiet u metadata) u approċċ ta' fluss tax-xogħol bl-użu tal-Microsoft Power Platform.
- iv. Razzjonalizza u ssimplifika l-komponenti eżistenti ta' SharePoint billi tnaqqas il-programmazzjoni mfassla apposta/personalizzata u taqmel l-aħjar użu mill-funzjonalità standard ta' SharePoint Online.
- v. Jiddisinja mill-ġdid u kkonfigura listi, libreriji u metadata biex tappoġġja struttura nadifa u manutenibbli, inklużi kwalunkwe mudell u veduti meħtieġa.
- vi. Jirrevedi l-proċessi eżistenti tal-fluss tax-xogħol u ibnihom mill-ġdid/ottimizzahom bl-użu ta' Power Automate (eż., approvazzjonijiet, notifiki, tfakkiriet, eskalazzjonijiet u traċċa tal-verifika) kif meħtieġ.
- vii. Jiżviluppa Power Apps ħfief (fejn meħtieġ) għall-qbid tad-dejta u l-interazzjoni mal-utent, integrati ma' SharePoint/Microsoft Lists u, jekk/fejn xieraq, Dataverse.
- viii. Jippjana u wettaq attivitajiet ta' migrazzjoni u tindif tad-dejta, inkluż l-immappjar tad-dejta, il-migrazzjoni tad-dejta tal-lista u l-kontenut relatat, kontrolli ta' validazzjoni u riżoluzzjoni ta' kwistjonijiet.
- ix. Jimplimenta kontrolli xierqa ta' sigurtà u aċċess għas-soluzzjoni, billi tapplika l-prinċipju tal-inqas privileġġ fil-komponenti kollha ta' SharePoint u Power Platform.
- x. Jikoordina mat-timijiet tat-Teknoloġija tal-Infommazzjoni dwar l-ambjenti, il-konnetturi, l-aċċess, il-permessi, il-liċenzji u r-riżorsi tekniċi meħtieġa.
- xi. Iwettaq ittestjar u appoġġ għall-ittestjar tal-aċċettazzjoni tal-utent, billi ssolvi d-difetti u tirfina s-soluzzjoni kif meħtieġ.
- xii. Jipprepara dokumentazzjoni għall-amministraturi u l-utenti finali (inklużi gwidi rapidi) u pprovdi trasferiment u taħriġ fejn meħtieġ.
- xiii. Jipprovdi appoġġ wara l-implimentazzjoni, manutenzjoni u titjib kontinwu, inkluż monitoraġġ u titjib minuri kif meħtieġ għat-tul ta' sentejn tal-proġett.

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Ministry	Ministry for Health and Active Ageing
Job title	Microsoft Power Platform Programmer in the EU JAMRAI2 Project



MINISTRY for HEALTH and ACTIVE AGEING
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Duties and responsibilities

- i. Conduct a rapid technical review of indicated existing SharePoint solutions that will be used for the JAMRAI project (sites, lists/libraries, forms, permissions, workflows and any bespoke components) to understand dependencies and pain points.
- ii. Liaise with users and stakeholders to confirm requirements, priorities, and any constraints, and agree clear acceptance criteria.
- iii. Produce a concise “as-is” and “to-be” plan proposing a simpler information architecture (site structure, navigation, naming and metadata) and workflow approach using the Microsoft Power Platform.
- iv. Rationalise and simplify existing SharePoint components by reducing bespoke/custom programming and making best use of standard SharePoint Online functionality.
- v. Redesign and configure lists, libraries and metadata to support a clean, maintainable structure, including any required templates and views.
- vi. Review existing workflow processes and rebuild/optimize them using Power Automate (e.g., approvals, notifications, reminders, escalations and audit trail) as required.
- vii. Develop lightweight Power Apps (where needed) for data capture and user interaction, integrated with SharePoint/Microsoft Lists and, if/where appropriate, Dataverse.
- viii. Plan and carry out data migration and clean-up activities, including data mapping, migration of list data and related content, validation checks and issue resolution.
- ix. Implement appropriate security and access controls for the solution, applying the principle of least privilege across SharePoint and Power Platform components.
- x. Coordinate with Information Technology teams on environments, connectors, access, permissions, licences and required technical resources.
- xi. Carry out testing and support user acceptance testing, resolving defects and refining the solution as needed.
- xii. Prepare documentation for administrators and end users (including quick guides) and provide handover and training where required.
- xiii. Provide post-implementation support, maintenance and continuous improvements, including monitoring and minor enhancements as required for the two-year duration of the project