

Anness A



Ministeru	Ministeru għas-Saħħa u Anzjanità Attiva
L-impjeg	Systems Administrator

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

Dmirijiet u responsabbiltajiet

- i. Jippjana u jimmaniġja sezzjonijiet effettivi bil-fomm, li jinkludu taħriġ lill-utenti, kif ukoll jipprovdi sapport u jagħti pariri lill-utenti;
- ii. Jipproduci dokumenti ta' kwalità għolja u rapporti bil-miktub li jqisu l-istandards, il-metodi u l-ghodod applikabbli biex jiġġeneraw manwali tal-utenti u materjal ta' taħriġ;
- iii. Jiġbor u jipproduci rapporti informattivi dwar l-immaniġjar;
- iv. Jamministra u jieħu ħsieb il-websites u l-intranet;
- v. Jeżamina s-sistemi preżenti, jiddefenixxi problemi ta' applikazzjoni billi jikkonsulta malutenti, jevalwa l-proċeduri u l-proċessi u jiżviluppa soluzzjoni billi jipprepara u jqis soluzzjonijiet alternattivi;
- vi. Jidentifika għażliet għal soluzzjonijiet potenzjali u jagħmel evalwazzjoni tagħhom biex jara jekk humiex adattati kemm mill-lat tekniku, kif ukoll mill-lat tan-negozju;
- vii. Iwettaq analiżi tar-rekwiżiti, jikkoordina mal-impjegati tekniċi oħra u jhejji proposti speċifiċi għal modifiki jew sostituzzjonijiet tas-sistema;
- viii. Ifassal, jissorvelja u jiddokumenta l-iskedi tal-ittestjar għal sistemi kompleti biex jiżgura li s-sistemi jaħdmu kif mistenni;
- ix. Jipproponi speċifikazzjonijiet għal modifiki jew sistemi godda, bbażati fuq riċerka tas-suq, inkluż hardware adattat li jissapportja speċifikazzjonijiet bħal dawn;
- x. Jassisti fil-koordinazzjoni, s-superviżjoni u l-ġestjoni ta' proġetti u programmi speċifiċi relatati mal-IT;
- xi. Jirrapreżenta lid-Dipartiment f'laqgħat, seminars jew gruppi ta' ħidma kemm lokalment kif ukoll/jew internazzjonalment. Ihejji follow-up reports, jagħti feedback u jwettaq reviżjonijiet tad-dokumentazzjoni teknika;
- xii. Jibqa' aġġornat ma' żviluppi u tendenzi tekniċi u strateġiċi fi hdan l-industrija tal-ICT u oqasma tan-negozju speċifiċi;
- xiii. Jwettaq dmirjiet oħra skont struzzjonijiet mogħtija miċ-Chief Information Officer, mis-Segretarju Permanenti jew irrapreżentant/a/i tagħhom; u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Health and Active Ageing
Job title	Systems Administrator



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

Duties and responsibilities

- i. Plans and manages effective communication sessions including training to users, as well as providing support and advice to users.
- ii. Produces high quality documents and written reports taking into account applicable standards, methods and tools to generate user manuals and training materials.
- iii. Compiles and generates Management Information Reports.
- iv. Administering and maintaining the websites and intranet.
- v. Examines current systems, defines application problems by conferring with users; evaluating procedures and processes and developing a solution by preparing and evaluating alternative solutions.
- vi. Identifies options for potential solutions and assessing them for both technical and business suitability.
- vii. Conducts requirements analysis, liaising with other technical staff and preparing specific proposals for system modifications or replacements.
- viii. Draws up, supervising and documenting testing schedules for complete systems to ensure that the systems work as expected.
- ix. Proposes specifications for modifications or new systems, based on market research, including suitable hardware to support such specifications.
- x. Assists in the coordination, supervision and management of specific IT related projects and programmes.
- xi. Represents the Department at meetings, seminars or workgroups both locally and/or internationally. While preparing follow-up reports, feedback and reviewing of technical documentation.
- xii. Keeps abreast with technical and strategic developments and trends within the ICT industry and specific business area/s.
- xiii. Carries out any other duties as directed by the Chief Information Officer, the Permanent Secretary or their representatives; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.

People Management Division

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