

Anness A

Ministeru	Uffiċċju tal-Prim Ministru
L-impjieg	ICT u Business Analyst



UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jipprovdi appoġġ tekniku, skont kif meħtieġ, u jikkoordina u jissorvelja l-kumpilazzjoni ta' data użata għal skopijiet ta' rrapportar ta' negozju u jipprovdi l-appoġġ meħtieġ għall-generazzjoni tagħhom;
- ii. Jirrevedi Kuntratti tal-ICT u jiżgura l-ħarsien ta' SLAs hekk kif miftiehma mal-Ministeru jew Dipartiment ikkonċernat;
- iii. Jikkoordina 'change management process' u, fejn applikabbli, jiżgura illi l-utenti jkunu infurmati bil-bidliet magħmula fis-sistemi tal-informazzjoni;
- iv. Jassisti lis-CIO fil-ġbir ta' data meħtieġa għat-tnejn u l-moniteragg tal-pjanijiet tal-Ministeru jew Dipartiment fil-qasam tal-ICT, b'attenzjoni speċjali għall-pjanijiet strateġiċi, ta' bbaġitjar, u dawk ta' operazzjoni;
- v. Jiżgura li s-sistemi ta' informazzjoni li qed jiġu implimentati huma wtilizzati u sfruttati fl-intier tagħhom;
- vi. Jikkoordina taħriġ fuq Sistemi ta' Informazzjoni, fejn applikabbli;
- vii. Jassisti 'l-amministrazzjoni fl-implimentazzjoni tal-Istrateġija tan-Negozju tal-ICT, Kontinwita' tan-Negozju, u 'Disaster Recover';
- viii. Ikun konxju tar-Regolamenti Ġenerali għall-Protezzjoni tad-Data u tal-importanza u r-rilevanza tagħhom għall-Ministeru/Dipartiment u jagħti pariri lill-Maniġment fuq l-osservanza Prattika tagħhom b' accenn partikolari għal sistemi tal-ICT fi ħdan il-Ministeru / Dipartiment;
- ix. Jipparteċipa fil-kumpilazzjoni tad-definizzjonijiet li jikkostitwixxu r-rekwiżiti neċessarji u jiżgura li l-ispeċifikazzjonijiet tas-sistema jissodisfaw ir-rekwiżiti tan-negozju tal-Ministeru / Dipartiment;
- x. Jassisti waqt 'user acceptance testing' sabiex jiġi żgurat li s-sistema hekk kif żviluppata tissodisfa r-rekwiżiti tan-negozju u hija konformi mal-ispeċifikazzjonijiet miftiehma;

Uffiċċju tal-Prim Ministru

Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Valletta
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- xi. Jassisti u jappoġġja lis-superjuri tiegħu/tagħha biex jifhmu l-‘ICT- Business functionalities’ f’ oqsma speċifiċi tan-negozju;
- xii. Iwettaq moniteraġġ u evalwazzjoni ta’ teknoloġiji ġodda, dwar ir-rilevanza tagħhom għall-Ministeru / Dipartiment u joffri pariri xierqa bil-għan li jittiehed vantaġġ sħiħ mill-imsemmija teknoloġiji;
- xiii. Iżomm ruħu aġġornat mal-iżviluppi u t-tendenzi tekniċi u strateġiċi fi ħdan l-industrija tal-ICT u f’ oqsma speċifiċi tan-negozju;
- xiv. Iwettaq dmirijiet oħra kif iggwidat mis-Segretarju Permanenti tal-Ministeru rispettiv, mis-CIO jew mir-rappreżentanti tagħhom; u
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Office of the Prime Minister
Job Title	ICT and Business Analyst



OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE, VALLETTA, MALTA

Duties and responsibilities

- i. Provides technical support as applicable, and coordinates and supervises the compilation of data used for business reporting purposes and provides the necessary support for their generation;
- ii. Reviews ICT Contracts and ensures that SLAs agreed with the Ministry/Department are adhered to;
- iii. Coordinates the change management process and ensures that users, where applicable, are informed of changes made to information systems;
- iv. Assists the CIO in gathering the necessary data for the preparation and monitoring of the strategic, budgeting and operational plans of the Ministry/Department in the area of ICT;
- v. Ensures that information systems being implemented are used to their optimum;
- vi. Coordinates training as applicable on Information Systems;
- vii. Assists the management in the implementation of the ICT Business strategy, Business Continuity and Disaster Recovery;
- viii. Be aware of the General Data Protection Regulations and of their importance and relevance to the Ministry/Department and advises management on its practical observance vis-a-vis ICT systems within the Ministry/Department;
- ix. Participates in the compilation of the requirements' definitions and ensures that the system's specifications meet the business requirements of the Ministry/Department;
- x. Assists during user acceptance testing to ensure that the system developed meets the business requirements and is according to the specifications agreed to;
- xi. Assists and supports his/her superiors in the understanding of the ICT-Business functionalities of specific business areas;

Office of the Prime Minister

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- xii. Monitors and evaluates new technology for its relevance to the Ministry/Department and offers advice accordingly in order to take full advantage of such technology available;
- xiii. Keeps abreast with technical and strategic developments and trends within the ICT industry and specific business areas;
- xiv. Carries out any other duties as directed by the respective Ministry's Permanent Secretary, CIO or their representatives; and
- xv. Any other duties as directed by the Principal Permanent Secretary.