Anness A

Ministeru	*Servizz Pubbliku ta' Malta*
L-impjieg	*Information and Communications Technology Executive*

UFFIĊĊJU TAL-PRIM MINISTRU
3, PJAZZA KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

i. Jassisti lis-CIO fil-formulazzjoni u l-implimentazzjoni, tal-istrateġiji tal-ICT, programmi u inizjattivi (u baġits assoċjati) fi ħdan il-Ministeru;

ii. Jassisti lis-CIO biex jiżgura illi fuq kull investiment relatat mal-ICT tiġi assigurata ottimizzazzjoni sħiħa u ritorn fuq l-investiment, it-twettiq tal-benefiċċji maħsuba, u li l-ispiża totali tal-Ministeru bħala sid ta' ICT hija minima;

iii. Imexxi proġetti u servizzi, kemm dawk li jkunu qed jiġu kkonsenjati internament mill-IMU, kif ukoll dawk ikkonsenjati minn terza parti, iwettaq monitoraġġ u jiżgura li l-forniturikkuntrattati qed jagħtu servizzi u prodotti skont l-obbligi kuntrattwali;

iv. Iwettaq ippjanar adegwat, identifikazzjoni ta' riskji u kwistjonijiet, rakkomandazzjoni ta' soluzzjonijiet adegwati, u implimentazzjoni tal-pjan ta' azzjoni, kif miftiehem;

v. Jimmaniġġja l-akkwist ta' soluzzjonijiet u tagħmir tal-ICT, li huma ta' kwalità tajba u cost-effective, inkluż it-tħejjija u n-negozjati ta' sejħiet għall-offerti u kuntratti li jiżguraw il-konformità mar-Regolamenti tal-Akkwist tal-Gvern;

vi. Janalizza r-rekwiżiti tal-information management permezz ta' metodi adegwati u adattati għall-ġbir ta' informazzjoni, u jevalwa l-applikazzjonijiet sabiex jipprovdi lin-negozju bl-informazzjoni u s-sistemi meħtieġa li jippermettilhom jagħtu servizz aħjar lill-klijenti tagħhom;

vii. Jiżgura li l-Ministeru qed jadotta sistema ta' change management rigward l-introduzzjoni ta' applikazzjonijiet ġodda, u jipproponi proċessi interni effiċjenti u effettivi li jiffaċilitaw it-twassil ta' servizzi u prodotti tal-ICT kif ukoll l-benefiċċji tagħhom, kif intenzjonat;

viii. Jaħdem mill-qrib mal-MITA sabiex jiżviluppa u jimplimenta ICT policies, data strategies u sigurtà, il-kontinwità tan-negozju, u disaster recovery planning;

ix. Jaħdem mill-qrib mal-Policy Authority Departments tal-Gvern u mal-awdituri, fit-tħejjija u r-reviżjoni tal-compliance-specific parts tal-policy documents u fit-twettiq ta' verifika u awditjar;

x. Jikkordina User Acceptance Testing u jipprepara application roadmaps, requirements definitions u gwidi ta' taħriġ, u jipprovdi taħriġ għall-użu effettiv tal-applikazzjonijiet tal-ICT u tan-negozju sabiex jiġi żgurat żieda fl-użu flimkien mal-użu xieraq tagħhom;

xi. Jimmaniġġja applikazzjonijiet u jimplimenta reporting mechanisms u/jew jipprovdi direzzjoni lill-forniturituri tal-applikazzjonijiet f'dak li jirrigwarda kwistjonijiet strateġiċi u operazzjonali,

prijoritajiet, u proċessi relatati mas-sistemi ta' informazzjoni korporattiva u kummerċjali fi ħdan il-Ministeru;

xii. Iwettaq riċerka adegwata dwar ix-xejriet tas-suq, tan-negozju u tat-teknoloġija u dan bil-għan li jressaq rakkomandazzjonijiet lis-CIO għall-applikazzjoni tal-ICTs biex jinkisbu l-għanijiet stabbiliti mill-Ministeru. Għandu wkoll iwettaq stħarriġ dwar is-sodisfazzjon tal-utenti fi ħdan il-Ministeru sabiex jitkejjel il-livell ta' sodisfazzjon tas-servizzi u l-prodotti tal-ICT;

xiii. Jipparteċipa attivament f'diversi fora kif inkarigat mis-CIO tal-Ministeru; jibni u jżomm relazzjoni ta' ħidma eċċellenti mal-partijiet interessati. Jimmaniġġja r-riżorsi (umani, finanzjarji, eċċ.) li jistgħu jiġu assenjati taħt ir-responsabbiltà tiegħu/tagħha mis-CIO;

xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu, kif jista' jkun meħtieġ;

xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	*Malta Public Service*
Job title	*Information and Communications Technology Executive*

OFFICE OF THE PRIME MINISTER
3, PJAZZA KASTILJA, VALLETTA, MALTA

Duties and responsibilities

i. Assists the CIO in the formulation and implementation of the Ministry ICT strategies, programmes and initiatives (and associated budgets);

ii. Assists the CIO to ensure that full optimisation and return on investment is secured from any ICT investment, the realisation of the intended benefits and the Ministry's total cost of (ICT) ownership is kept to a minimum;

iii. Manages projects and services being delivered internally by the IMU and/or 3rd party supplier(s), monitors and ensures that contracted providers are delivering services and products in accordance with contractual obligations;

iv. Carries out adequate planning, identification of risks and issues, recommendation of adequate solutions and the implementation of the agreed course of action ;

v. Manages the procurement of quality, cost-effective ICT solutions and equipment, including tender and contract preparation and negotiations ensuring alignment to the Government procurement regulations;

vi. Analyses information management requirements through appropriate information gathering techniques and evaluate applications to provide the business with the necessary information and systems that enable them to deliver a better service to their clients;

vii. Ensures that the Ministry is adopting a change management approach to the introduction of new applications, proposing any efficient and effective internal processes that facilitate the delivery of ICT services and products and their intended benefits;

viii. Liaises with MITA and other key stakeholders to develop and implement ICT policies, data strategies, security, business continuity, disaster recovery planning and vulnerability assessments.

ix. Works closely with the Government's policy authority departments and auditors in the preparation and review of the compliance-specific parts of policy documents and in carrying out audits ;

x. Coordinates User Acceptance Testing and prepare application roadmaps, requirements definitions, training guides and provide training for the effective utilisation of the ICT and business applications to ensure increased take-up and their appropriate use;

xi. Manages applications and implements reporting mechanisms and/or provides direction to application providers in terms of strategic and operational matters, priorities, processes and approaches relating to the Ministry's corporate and business information systems;

xii. Carries out adequate research about market, business and technological trends to put forward recommendations to the CIO for the application of ICTs to achieve the Ministry's set objectives, In addition, carry out user satisfaction surveys within the Ministry, to gauge satisfaction levels of ICT services and products;

xiii. Participates in different fora as tasked by the Ministry CIO ; builds and maintains an excellent working relationship with relevant stakeholders. Manages any resources (human, financial, etc.) that may be assigned under his/her responsibility by the CIO;

xiv. Undertakes any other tasks which the superior may delegate to him/her, as may be required;

xv. Any other duties as directed by the Principal Permanent Secretary.