Anness A

Ministry:	*Ministeru għaż-Żgħażagħ, Benesseri u l-Implimentazzjoni tal-Programm Elettorali*	**GVERN TA' MALTA** MINISTERU GĦAŻ-ŻGĦAŻAGĦ, BENESSERI, U L-IMPLIMENTAZZJONI TAL-PROGRAMM ELETTORALI
Job Title:	*Systems Administrator*	

Dmirijiet u Responsabbiltajiet

i. Monitoraġġ tas-sistemi u tal-infrastruttura tal-IT minn jum għal jum. Jiżgura 'end-user support' effettic 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. L-assikurazzjoni ta' kontinwita' fin-negozju ta' servizzi tal-ICT, inkluż 'hardware', 'software', 'connectivity' u 'web services';

iv. Jirriċerka, jidentifika, u jipproponi titjieb fl-infrastruttura tal-Itsabiex tkun ikkunsidrata l-implimentazzjoni taghha;

v. L-iżvilupp, implimentazzjoni u manutenzjoni tar-'written policies' u proċeduri għall-installazzjoni u konfigurazzjoni, operazzjoni u żvilupp ta' sistemi tal-IT, u maniġġjar ta' data u informazzjoni;

vi. Installazzjoni u konfigurazzjoni ta' 'hardware', 'software', 'peripherals', 'services', directories', 'storage', eċċ skond l-istandards u rekiżiti tal-proġetti/operazzjonijiet;

vii. Jirrivedi 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 paerjodikament, jiġġenera rapporti tal-prestazzjoni;

viii. Koordinazzjoni u komunikazzjoni dwar riparazzjoni u rkupru ikkawżat minn fallimenti ta' 'hardware' jew 'software', mal-kostitwenti affettwati;

ix. Iwettaq irfinar kontinwu tal-prestazzjoni, aġġornamenti ta' 'hardware', aġġornamenti tas-sistema u ottimizzazzjoni tar-riżorsi kif meħtieġ;

x. Jassigura l-integrita u s-sigurta' 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' sigurta' biex jiżguraw operazzjonijiet effiċjenti fil-livelli kollha;

xii. Ittestjar ta' 'computer hardware', 'software' u 'operting system software' bl-użu ta' 'test tools' u scripts;

xiii. Żamma ta' dokumentazzjoni aġġornata fuq il=konfigurazzjoni tas-sistema;

xiv. Iżomm aġġornat ma' żviluppi u tendenzi tekniċi u strateġiċi fi ħdan l-industrija tal-ICT u oqsma speċifiċi oħra tan-negozju;

xv. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni jew is-Segretarju Permanenti tal-Ministeru rispettiv, is-CIO jew ir-rappreżentanti tagħhom.

Annex A

Ministry:	*Ministry for Youth, Wellbeing and the Implementation of the Electoral Programme*	**GOVERNMENT OF MALTA** MINISTRY FOR YOUTH, WELLBEING AND THE IMPLEMENTATION OF THE ELECTORAL PROGRAMME
Job Title:	*Systems Administrator*	
Duties and Responsibilities		

i. Monitoring the day to day running of the IT systmes and Infrastructure ensuring effective end user support on the infrstructurem systems and database applications and the appropriate maintenance of such;
ii. Ensuring that an appropriae technical support framework is in place, including the management and oversight of the maintenance of the physical network, deploument of ICT services and applications;
iii. Ensuring business continuity of ICT services including hardware, software, connectivity and web services;
iv. Researchingm identifying and proposing IT infrastructural improvement for implementation consideration;
v. Developing, implementing and maintianing written policies and procedures for IT systems installation and configuration, operations, developments and data management;
vi. Installing and configuring hardware, software, peripherals, services, directories, storage, etc in accordance with standards and project/operational requirements;
vii. Reviewing 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. Coordinating and communicating with impacted consituencies the repair and recovery from hardware and software failures;
ix. Carry out ongoing performance tuning, hardware upgrades, system updates and resource optimisation as required;
x. Ensuring the integrity and security of IT systems as required by the government's poicies and procedures;
xi. Creating and maintaining user accounts and assigning privileges through security systems to ensure efficient operations at all levels;
xii. Testing computer hardware, software and operating system software with the use fo test tools and scripts;
xiii. Maintaining updated documentation about systems' configuration;
xiv. To keep abreast with technical and strategic developments and trends within the ICT industry and specific business area/s;
xv. Carries out any othe duties as directed by the Principal Permanent Secretary or the respective Ministy's Permanent Secretary, CIO or their representatives.