Anness A

Ministeru	Ministeru għall-Infrastruttura, l-Ippjanar u x-Xogħol
L-impjieg	*Systems Administrator*

Dmirijiet u responsabbiltajiet

i. Monitoraġġ tas-sistemi u tal-infrastruttura tal-IT minn jum għal jum. Jiżgura 'end-user support' effettiv 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-IT sabiex tkun ikkunsidrata l-implimentazzjoni tagħha.

v. l-Iżvilupp, implimentazzjoni u manutenzjoni tar-'written policies' u proċeduri għall-installazzjoni u konfigurazzjoni, operazzjoni u żvilupp ta' sistemi tal-IT, u mmaniġġjar ta' data u informazzjoni.

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

vii. Jirrevedi 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, perjodikament, jiġġenera rapporti tal-prestazzjoni.

viii. Koordinazzjoni u komunikazzjoni dwar riparazzjoni u rkupru ikkawżat minn fallimenti ta' 'hardware' jew 'software', mal-kostitwenti affettwati filwaqt li jwettaq irfinar kontinwu tal-prestazzjoni, aġġornamenti ta' 'hardware', aġġornamenti tas-sistema u ottimizzazzjoni tar-riżorsi kif meħtieġ.

ix. Jassigura l-integrita u s-sigurta tas-sistemi tal-IT, skond kif rikjest mill-'policies' u proċeduri tal-Gvern.

x. Jikkreja u jżomm user accounts u jassenja privileġġi permezz ta' sistemi ta' sigurta' biex jiżguraw operazzjonijiet effiċjenti fil-livelli kollha.

xi. Ittestjar ta' 'computer hardware', 'software' u 'operating system software' bl-użu ta' 'test tools' u scripts.

xii. Żamma ta' dokumentazzjoni aġġornata fuq il-konfigurazzjoni tas-sistema.

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

xiv. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif ikun meħtieġ; u

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

Annex A

Ministeru	Ministry for Infrastructure, Planning and Employment
Job Title	*Systems Administrator*

MINISTRY FOR INFRASTRUCTURE, PLANNING AND EMPLOYMENT

BLOCK B, FRANCESCO BUONAMICI STREET, FLORIANA, FRN 1700

Duties and responsibilities

i. Monitors the day to day running of the IT systems and Infrastructure and ensures effective end user support on the infrastructure, systems and database applications and the appropriate maintenance of such.

ii. Ensures that an appropriate technical support framework is in place, including the management and oversight of the maintenance of the physical network, deployment of ICT services and applications.

iii. Ensures business continuity of ICT services including hardware, software, connectivity and web services.

iv. Researchs, identifies and proposes IT infrastructural improvement for implementation consideration.

v. Develops, implements and maintains written policies and procedures for IT systems installation and configuration, operations, development and data management.

vi. Installs and configures hardware, software, peripherals, services, directories, storage, etc. in accordance with standards and project/operational requirements.

vii. Reviews system performance and application logs, verifies completion of scheduled jobs such as backups, set up log shipping for multiple databases, transaction log truncation and generating periodic performance reporting.

viii. Coordinates and communicates with impacted constituencies the repair and recovery from hardware or software failures whilst carrying out ongoing performance tuning, hardware upgrades, system updates and resource optimisation as required.

ix. Ensures the integrity and security of IT Systems as required by the Government's policies and procedures.

x. Creates and maintains user accounts and assigning privileges through security systems to ensure efficient operations at all levels.

xi. Tests computer hardware, software and operating system software with the use of test tools and scripts.

xii. Maintains updated documentation about systems' configurations.

xiii. Keeps abreast with technical and strategic developments and trends within the ICT industry and specific business area/s.

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

xv. Undertakes any other duties as directed by the Principal Permanent Secretary.