

# Anness A



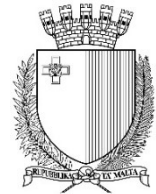
MINISTERU GHALL-FINANZI  
MAISON DEMANDOLS, 30,  
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

<b>Ministeru</b>	<i>Ministeru għall-Finanzi</i>
<b>L-impjieg</b>	<i>Systems Administrator</i>

## Dmirijiet u Responsabbiltajiet

- i. Jissorvelja l-operat ta' kuljum tas-sistemi tat-Teknoloġija ta' l-Informatika u l-Infrastruttura biex jiżgura appoġġ effettiv lill-utent aħhari fuq l-infrastruttura, sistemi u applikazzjonijiet ta' database u l-manutenzjoni xierqa tagħhom;
- ii. Jiżgura li jkun hemm qafas xieraq ta' appoġġ tekniku, inkluż il-ġestjoni u s-superviżjoni tal-manutenzjoni tan-network fiżiku, l-użu tas-servizzi u l-applikazzjonijiet tal-ICT;
- iii. Jiżgura business continuity tas-servizzi tal-ICT li jinkludi hardware, software, il-konnettività u s-servizzi talinternet;
- iv. Jirriċerka, jidentifika u jipproponi titjib fl-infrastruttura tal-IT għall-konsiderazzjoni tal-implimentazzjoni;
- v. Jiżviluppa, jimplimenta u jzomm politiki u proċeduri bil-miktub għall-installazzjoni u l-konfigurazzjoni tas-sistemi tal-IT, operazzjonijiet, żvilupp u ġestjoni tad-data;
- vi. Jinstalla u jikkonfigura hardware, software, peripherals, servizzi, direttorji, hażna, eċċ, skont l-istandards u l-ħtiġijiet tal-proġett/operat;
- vii. Jirrevedi l-prestazzjoni tas-sistema u l-logs tal-applikazzjoni, jivverifika t-tlestija tax-xogħolijiet skedati bħal backups, set up log shipping għal multiple databases, transaction log truncation u jiġġenera rapport perjodiċi tal-prestazzjoni;
- viii. Jikkoordina u jikkomunika ma' kostitwenzi milquta dwar it-tiswija u l-irkupru minn falliment ta' hardware jew software;
- ix. Iwettaq aġġustamenti tal-prestazzjoni kontinwi, aġġornamenti ta' hardware, aġġornamenti tas-sistema u ottimizzazzjoni tar-riżorsi kif meħtieġ;
- x. Jiżgura l-integrità u s-sigurtà tas-Sistemi tal-IT kif meħtieġ mill-politiki u l-proċeduri tal-Gvern;
- xi. Joħloq u jzomm kontijiet tal-utenti u l-assenjazzjoni ta' privileġġi permezz ta' sistemi ta' sigurtà biex jiżguraw operazzjonijiet effiċjenti fil-livelli kollha;
- xii. Jipprova hardware tal-kompjuter, software u operating system software bl-użu ta' test tools u scripts;
- xiii. Iżomm dokumentazzjoni aġġornata dwar il-konfigurazzjoni tas-sistemi;
- xiv. Iżomm ruħu aġġornat ma' żviluppi u tendenzi tekniċi u strategiċi fl-industrija ta' l-ICT u qasam/oqasma tan-negozju speċifiċi;
- xv. Jwettaq dmirjiet oħra skont struzzjonijiet mogħtija miċ-Chief Information Officer, mis-Segretarju Permanenti jew irrapprezentant/a/i tagħhom; u
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



MINISTRY FOR FINANCE  
MAISON DEMANDOLS, 30,  
SOUTH STREET, VALLETTA

<b>Ministry</b>	<i>Ministry for Finance</i>
<b>Job title</b>	<i>Systems Administrator</i>

## Duties and Responsibilities

- i. Monitoring the day to day running of the IT systems and Infrastructure ensuring effective end user support on the infrastructure, systems and database applications and the appropriate maintenance of such.
- ii. Ensuring 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. Ensuring business continuity of ICT services including hardware, software, connectivity and web services.
- iv. Researching, identifying and proposing IT infrastructural improvement for implementation consideration.
- v. Developing, implementing and maintaining written policies and procedures for IT systems installation and configuration, operations, development 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 constituencies the repair and recovery from hardware or 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 policies 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 of test tools and scripts.
- xiii. Maintaining updated documentation about systems' configurations.
- xiv. To keep abreast with technical and strategic developments and trends within the ICT industry and specific business area/s;
- xv. Carries out any other duties as directed by the Chief Information Officer, the Permanent Secretary or their representatives; and
- xvi. Any other duties as directed by the Principal Permanent Secretary.