

# Anness A



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

<b>Ministeru</b>	<i>Ministeru għall-Finanzi u x-Xogħol</i>
<b>L-impjeg</b>	<i>Senior Systems Analyst</i>

## Dmirijiet u Responsabbiltajiet

- i. Jikkordina, jissorvelja u jimmaniġja proġetti, programmi u inizzjattivi speċifiċi tal-IT;
- ii. Ikun responsabbli għall-ghodod kollaborattivi, immaniġjar ta' incidenti, dokumentazzjoni ta' proġetti, proċeduri ta' ttestjar u intelligenza dwar in-negozju;
- iii. Jiggwida u jissorvelja, kif applikabbli, persunal tekniku involut fl-iżvilupp, l-implementazzjoni jew il-manutenzjoni tas-sistema tal-IT;
- iv. Jaħdem b' mod indipendenti jew bħala membru tat-tim tal-proġett fuq assenjazzjonijiet li jirrikjedu intuwiżzjoni u inizjattiva konsiderevoli, bil-għan li jsolvi problemi, u jagħmel għażliet, rakkomandazzjonijiet jew deċiżjonijiet;
- v. Jieħu rwol ewlieni fi proġetti għal applikazzjonijiet li jirrikjedu baġit u żmien sinifikanti, u/jew jamministra numru ta' proġetti għal-applikazzjonijiet iżgħar, waqt li jidderiġi kull attività fis-systems development life cycle, minn għbir ta' rekwiżiti għall-attivitajiet wara l-implimentazzjoni;
- vi. Jipprepara project plans dettaljati, u jassenja attivitajiet lil membri tat-tim li jkunu ġejjin minn diversi dixxiplini, u jagħmel monitoraġġ u jsegwi l-istatus tar-rapport;
- vii. Imexxi diskussjonijiet mal-partijiet interessati fil-qasam tal-IT u tan-negozju, bil-għan li jevalwa l-impatt sħiħ li diversi soluzzjonijiet ikollhom fuq it-teknoloġija u n-negozju, u jikkomunika il-konsegwenzi ta' kull soluzzjoni offruta, u dan kollu bil-għan li jiggwida lill-partijiet interessati kollha sabiex jilħqu ftehim u konsensus;
- viii. Jiżgura li matul l-iżvilupp tas-sistemi tal-IT u l-proċessi ta' implimentazzjoni, jiġu osservati standards u proċeduri xierqa biex isostnu kwalita xierqa;
- ix. Jikkordina u jissorvelja il-kumpilazzjoni u l-produzzjoni tal-Information Management Reports;
- x. Jipprepara analiżi tal-ispejjeż u l-benefiċċji sabiex il-management ikun f'pożizzjoni li jkun jista' jiddeċiedi jekk is-sistemi tal-informazzjoni u l-computing infrastructure solutions, kif ukoll l-aġġornament tagħhom, ikunx finanzjarjament vijabbli;
- xi. Jiżgura li s-sistemi tat-teknoloġija tal-informatika eżistenti jintużaw bl-aħjar mod possibbli, fejn meħtieġ janalizza l-ħtiġijiet tal-utenti u jabbozza speċifikazzjonijiet tekniċi sabiex ikunu jistgħu jiġu implimentati soluzzjonijiet godda;
- xii. Iżomm aġġornat ma' żvilupp fit-teknoloġija b' mod partikolari system administration technology, u jirakkomanda modi biex tiegħu vantaġġ minn teknoloġiji godda;
- xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



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

<b>Ministry</b>	<i>Ministry for Finance and Employment</i>
<b>Job title</b>	<i>Senior Systems Analyst</i>

## Duties and Responsibilities

- i. Coordinates, supervises and manages specific IT projects, programs and initiatives;
- ii. Be responsible for collaborative tools, incident management, projects documentation, testing procedures and business intelligence;
- iii. Leads and supervises as applicable, technical staff engaged in the development, implementation or maintenance of IT systems;
- iv. Works independently or as a member of the project team on assignments where considerable judgment and initiative are required in resolving problems and making choices, recommendations or decisions;
- v. Serves as a project lead for applications of significant budget and duration, and/or managing multiple projects for smaller applications, guiding all activities in the systems development life cycle, from business requirements gathering to post-implementation activities;
- vi. Prepares detailed project plans and assigning activities to team members from multiple disciplines and monitor and report status;
- vii. Leads discussions with IT and business stakeholders to assess the full technology and business impact of various solution options, communicating consequences of each solution option, and guiding all stakeholders to consensus;
- viii. Ensures that appropriate standards and procedures are adhered to during IT systems development and implementation processes to support a quality deliverable;
- ix. Coordinates and supervises the compilation and generation of Information Management Reports;
- x. Prepares an analysis of costs and benefits so that management can decide if information systems and computing infrastructure solutions and upgrades are financially feasible;
- xi. Ensures that existing information technology systems are used to their optimum, and where necessary analyses user requirements and draft technical specifications for new solutions to be implemented;
- xii. Stays current with technological developments in systems administration technology and recommending ways to take advantage of new technology;
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Any other duties as directed by the Principal Permanent Secretary.