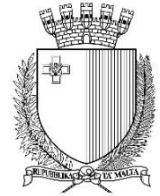


Anness A



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

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

Dmirijiet u Responsabbiltajiet

- i. Jassisti fl-iżvilupp, l-aġġornament u l-implimentazzjoni ta' prattiċi operattivi ġodda, u jassigura li r-riżorsi disponibbli jintużaw b'mod effettiv u effiċjenti;
- ii. Jara li s-servizzi jitwasslu b'mod li jilhqqu l-għanijiet tas-servizz, u jwettaq evalwazzjonijiet u valutazzjonijiet biex jiżgura proċess stabbilit, effiċjenti u titjib kontinwu;
- iii. Jassisti biex jiżviluppa u jimplementa strateġija biex ittejjeb ir-relazzjonijiet ma' fornituri ewlenin u jiżgura li s-servizzi u l-prodotti tal-IT mixtrija jikkonformaw bis-sħiħ mas-Service Level Agreements (SLA) u kwalunkwe obbligu kuntrattwali ieħor;
- iv. Iwettaq superviżjoni fuq l-operat inkluż taħriġ u evalwazzjoni tal-istaff, u jipprovdi direzzjoni lill-haddiema tekniċi kif ikun meħtieġ;
- v. Jassigura li l-politika u d-deċiżjonijiet manigerjali jiġu mharsa billi jassumi rwol ewleni fl-implimentazzjoni ta' sistemi/soluzzjonijiet tal-IT;
- vi. Jiżviluppa u jikkoordina direzzjonijiet u skedi ta' proġetti biex il-benefiċċji jintużaw bl-aħjar mod u jitnaqqsu l-impatti fuq l-utenti tas-sistemi tal-IT;
- vii. Jassigura li tinżamm is-sigurtà u l-integrità tas-sistemi u d-data pproċessata tal-ICT mill-istess sistemi, inkluż il-kontroll tal-aċċess tal-utenti, l-irkupru minn diżastri u l-proċeduri ta' kontinwità ta' negozju;
- viii. Ifassal rapporti analitiċi dwar it-titjib kontinwu tas-servizz bil-għan li jinkisbu benefiċċji kummerċjali sostenibbli;
- ix. Jikkoordina ma' entitajiet, fornituri, maċ-Chief Information Officer tal-Ministeru u mal-MITA dwar servizzi, hardware, software u networks tal-ICT biex jiżgura operazzjonijiet siguri u f'waqthom;
- x. Jippjana u jfassal l-iskedar tal-installazzjoni tal-hardware, tas-sistemi operattivi u tal-applikazzjonijiet;
- xi. Jimmaniġġja r-riżorsi tas-sistemi tal-IT inkluż il-prestazzjoni, il-kapaċità, id-disponibbiltà, is-servizz li jagħti u kemm jista' jiġi rkuprat;
- xii. Iżomm ruħu aġġornat mal-iżviluppi teknoloġiċi, fis-sistemi amministrattivi tat-teknoloġija u tirrakkomanda modi biex tiegħu vantaġġ mit-teknoloġija ġdida;
- 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 Ewleni.

Annex A



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

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

Duties and Responsibilities

- i. Assists in developing, updating and implementing new operating practices, and ensuring all available resources are utilised effectively and efficiently;
- ii. Oversees the delivery of services to meet service goals and conducting evaluations and assessments to ensure continuous improvement and process efficiencies are in place;
- iii. Assists in developing and implementing of a strategy to improve the relations with major suppliers and ensuring that the IT services and products procured fully comply with the related Service Level Agreements (SLA) and any other contractual obligations;
- iv. Supervises operations staff including training and evaluating and providing work direction to technical staff as required;
- v. Ensures adherence to management policies and decisions by assuming a leading role in the implementation of IT systems/solutions;
- vi. Develops and coordinates project directions and schedules to maximize benefits and minimize impacts on the users of the IT systems;
- vii. Ensures and maintains security and integrity of all ICT systems and data processed by same systems including user access control, disaster recovery and business continuity procedures;
- viii. Compiles analytical reports about continual service improvement with a view to realise sustainable business benefits;
- ix. Liaises with relevant entities, suppliers, the Ministry's Chief Information Officer and MITA about ICT services, hardware, software and networks to ensure timely and secure operations of systems;
- x. Plans and schedules the installation of hardware, operating systems, and applications software;
- xi. Manages the IT systems resources including performance, capacity, availability, serviceability and recoverability;
- 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.