

Ministry for the Economy, Investment and Small
Businesses
197/198 Palazzo Zondadori
Merchants Street
Valletta

Date: 24th July 2020

To: Permanent Secretaries
Directors-General
Directors
Heads of Public Sector Organisations

**POST OF SENIOR SYSTEMS ADMINISTRATOR IN THE OFFICE OF THE CHIEF INFORMATION OFFICER
WITHIN THE MINISTRY FOR THE ECONOMY, INVESTMENT AND SMALL BUSINESSES**

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Ministry for the Economy, Investment and Small Businesses invites applications for the post of Senior Systems Administrator in the Office of the Chief Information Officer within the Ministry for the Economy, Investment and Small Businesses.

Terms and Conditions

2.1. This appointment is subject to a probationary period of twelve (12) months .

2.2. The salary for the post of Senior Systems Administrator is Salary Scale 7, which in the year 2020 is equivalent to €24,894 per annum, rising by annual increments of €531.17 up to a maximum of €28,081.

2.3. A Senior Systems Administrator will progress to Salary Scale 6 (€26,543 x €596.33 - €30,121) on completion of six (6) years service in the grade, subject to satisfactory performance and subject to completion of a specific ICT toolkit course related to this grade and the Public Service toolkit as established from time to time by the Central Administration.

2.4. A Senior Systems Administrator will also be entitled to an annual Performance Bonus of up to a maximum of 10% of his/her basic salary. The amount payable shall be determined by the Chief Information Officer after consideration of the Officer's performance and any recommendations forwarded by the Officer's immediate superior, where applicable. Payment of bonus is also subject to Central Administration's policies in force from time to time.

2.5. Lateral applications from public officers are not allowed.

Duties

3. The job duties for the post of Senior Systems Administrator may be viewed in Annex A attached to this Circular.

Eligibility Requirements

4.1. By the closing time and date of this call for applications, applicants must be Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector organizations who are :

i. **confirmed in their current appointment** and who are in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVETS credits, or equivalent, with regard to programmes commencing as from October 2003) in Computing and ICT plus two (2) years relevant work experience in a formal and mature ICT environment;

OR

ii. **confirmed in their current appointment** and who are in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVETS credits, or equivalent, with regard to programmes commencing as from October 2003) in Computing and ICT plus four (4) years relevant work experience in a formal and mature ICT environment;

OR

iii. in a Salary Scale not below Scale 11 with seven (7) years relevant experience in a formal and mature ICT environment.

4.2. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.3. Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regards to programmes commencing as from October 2008.

4.4. Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.5. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedure

6.1. Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Director (Corporate Services), Ministry for the Economy, Investment and Small Businesses, through the Recruitment Portal **only** at the following address: <https://recruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) which has been issued not earlier than one (1) month from the date of application, in pdf format, which are to be uploaded through the Portal. The closing date of the receipt of applications is **13.30hrs (Central European Time) of Friday 7th August 2020**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- retention of documents;

may be viewed by accessing the website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf> or may be obtained from the Human Resources Section, Corporate Services Directorate, Ministry for the Economy, Investment and Small Businesses at Millenia Buildings First Floor, Aldo Moro Rd Marsa . These general provisions are to be regarded as an integral part of this call for applications.

The website address and e-mail address of the receiving Department are <https://economy.gov.mt/en/jobopportunities/Pages/home.aspx> and recruitment.meib@gov.mt.

Nancy Caruana
Permanent Secretary
Ministry for the Economy, Investment and Small Businesses

Mf

Annex A

Ministry	<i>Ministry for the Economy, Investment and Small Businesses</i>
Job title	<i>Senior Systems Administrator</i>



MINISTRY FOR THE ECONOMY, INVESTMENT
AND SMALL BUSINESSES

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 provide 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. Carries out any other duties as directed by the Permanent Secretary and CIO or their representatives.
- xiv. Any other duties according to the exigencies of the Service as directed by the Principal Permanent Secretary.