Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażagħ, ir-Riċerka u l-Innovazzjoni (MEYR)
L-impjieg	Systems Administrator

MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-ŻGĦAŻAGĦ, IR-RIĊERKA U L-INNOVAZZJONI

TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Systems Administrator jinkludu li:

i. Jissorvelja l-operat ta' kuljum tas-sistemi tat-Teknoloġija ta' l-Informatika u l-Infrastruttura biex jiżgura appoġġ effettiv lill-utent aħħari 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 talmanutenzjoni 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 sservizzi talinternet;

iv. Jirriċerka, jidentifika u jipproponi titjib fl-infrastruttura tal-IT għall-konsiderazzjoni talimplimentazzjoni;

v. Jiżviluppa, jimplimenta u jżomm politiki u proċeduri bil-miktub għall-installazzjoni u lkonfigurazzjoni tas-sistemi tal-IT, operazzjonijiet, żvilupp u ġestjoni tad-data;

vi. Jinstalla u jikkonfigura hardware, software, peripherals, servizzi, direttorji, ħażna, eċċ, skont listandards 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. Jwettaq aġġustamenti tal-prestazzjoni kontinwi, aġġornamenti ta' hardware, aġġornamenti tassistema 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 jżomm 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. Jżomm dokumentazzjoni aġġornata dwar il-konfigurazzjoni tas-sistemi;

xiv. Jżomm ruħu aġġornat ma' żviluppi u tendenzi tekniċi u strateġiċi fl-industrija ta' l-ICT u qasam/oqsma tan-negozju speċifiċi;

xv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u

xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
Job title	Systems Administrator

MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Systems Administrator include:

i. Monitors 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. 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. Researches, 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, sets up log shipping for multiple databases, transaction log truncation and generates periodic performance reporting;

viii. Coordinates and communicates with impacted constituencies the repair and recovery from hardware or software failures;

ix. Carries out ongoing performance tuning, hardware upgrades, system updates and resource optimisation as required;

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

xi. Creates and maintains user accounts and assigns privileges through security systems to ensure efficient operations at all levels;

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

xiii. Maintains updated documentation about systems' configurations;

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

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

xvi. Any other duties as directed by the Principal Permanent Secretary.