

# Anness A

<b>Ministeru</b>	Ministeru għall-Edukazzjoni (MFED)
<b>L-impjieg</b>	ICT & Business Analyst



MINISTERU GHALL-EDUKAZZJONI  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

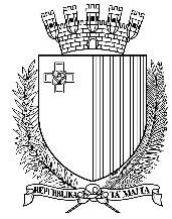
## Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' ICT & Business Analyst jinkludu:

- i. jipprovdi appoġġ tekniku, skond kif meħtieġ;
- ii. jikkoordina u jissorvelja l-kumpilazzjoni ta' 'data' użata għal skopijiet ta' rraportar ta' negozju u jipprovdi lappoġġ meħtieġ għall-generazzjoni tagħhom;
- iii. jirrevedi Kuntratti tal-ICT u jiżgura il-harsien ta' SLA's hekk kif miftiehma mal-Ministeru jew Dipartiment kkonċernat;
- iv. jikkoordina 'change management process' u, fejn applikabbli, jiżgura illi l-utenti kollha (interni u esterni) jkunu informati bil-bidliet magħmula fis-sistemi tal-informazzjoni;
- v. jassisti lis-CIO fil-għbir ta' 'data' meħtieġa għat-tnejn u l-monitoraġġ tal-pjanijiet tal-Ministeru jew Dipartiment fil-qasam tal-ICT, b'attenzjoni speċjali għall-pjanijiet strateġiċi, ta' bbaġitjar, u dawk ta' operazzjoni;
- vi. jiżgura li s-sistemi ta' informazzjoni li qed jiġu implimentati huma utilizzati u sfruttati fl-intier tagħhom, u fejn il-user requirements ġew milhuqa totalment;
- vii. jikkoordina taħriġ fuq Sistemi ta' Informazzjoni, fejn applikabbli;
- viii. jassisti l-amministrazzjoni fl-implimentazzjoni tal-Istrateġija tan-Negozju tal-ICT, Kontinwita' tan-Negozju, u 'Disaster Recover';
- ix. jkun konxju tar-Regolamenti Ġenerali għall-Protezzjoni tad-'Data' u tal-importanza u r-rilevanza tagħhom għall-Ministeru / Dipartiment u jagħti pariri fuq l-osservanza tagħhom b' aċċenn partikolari għall-sistemi tal-ICT fi ħdan il-Ministeru / Dipartiment;
- x. jipparteċipa fil-kumpilazzjoni tad-definizzjonijiet li jikkostitwixxu r-rekwiżiti neċessarji u jiżgura li lispeċifikazzjonijiet tas-sistema jissodisfaw ir-rekwiżiti tan-negozju tal-Ministeru / Dipartiment;
- xi. jassisti waqt 'user acceptance testing' sabiex jiġi żgurat li s-sistema hekk kif żviluppata tissodisfa r-rekwiżiti tan-negozju u hija konformi mal-ispeċifikazzjonijiet miftiehma;
- xii. jassisti u jappoġġja lis-superjuri tiegħu/tagħha biex jifhmu l-'ICT-Business functionalities' f' oqsma speċifiċi tan-negozju;
- xiii. jissorvelja u jevalwa teknoloġiji godda, dwar ir-rilevanza tagħhom għall-Ministeru / Dipartiment u joffri pariri xierqa bil-għan li jittiehed vantaġġ sħiħ mil-imsemmija teknoloġiji;
- xiv. jżomm ruħu aġġornat mal-iżviluppi u t-tendenzi tekniċi u strateġiċi fi ħdan l-industrija tal-ICT u f' oqsma speċifiċi tan-negozju;
- xv. jwettaq dmirijiet oħra kif ggwidat mis-Segretarju Permanenti tal-Ministeru tal-Edukazzjoni, mis-CIO jew mir-rappreżentanti tagħhom;
- xvi. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xvii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Education (MFED)
<b>Job title</b>	ICT & Business Analyst



MINISTRY FOR EDUCATION  
GREAT SIEGE ROAD, FLORIANA, MALTA

## Duties and responsibilities

The duties of an ICT & Business Analyst include:

- i. providing technical support as required;
- ii. coordinating and supervising the compilation of data used for business reporting purposes and provides the necessary support for their generation;
- iii. reviewing ICT Contracts and ensuring that SLAs agreed with the Ministry/Department are adhered to;
- iv. coordinating the change management process and ensuring that users and the public, where applicable, are informed of changes made to information systems following new implementations, upgrades or enhancements;
- v. assisting the CIO in gathering the necessary data for the preparation and monitoring of the strategic, budgeting and operational plans of the Ministry/Department in the area of ICT;
- vi. ensuring that information systems being implemented are used to their optimum, and where necessary, user requirements for new software applications are met;
- vii. coordinating training for current and new staff on Information Systems in use;
- viii. assisting the Department/Ministry's management in the implementation of the ICT Business strategy, business continuity and disaster recovery;
- ix. being aware of the Data Protection Act and of its importance and relevance to the Ministry/Department and advising management on its practical observance vis-s-vis ICT systems of the Ministry/Department;
- x. participating in the compilation of the requirements definition and ensuring that the system specifications meet the business requirements of the Ministry/Department;
- xi. assisting during user acceptance testing to ensure that the system developed meets the business requirements and is according to the specifications agreed to;
- xii. assisting and support his/her superiors in the understanding of the ICT-Business functionalities of specific business areas;
- xiii. monitoring and evaluating new technology for its relevance to the Ministry/Department and offering advice accordingly in order to take full advantage of such technology available;
- xiv. keeping abreast with technical and strategic developments and trends within the ICT industry and specific business area/s;
- xv. performing any other duties as guided by the Permanent Secretary of Ministry for Education, by CIO or their representatives;
- xvi. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xvii. any other duties as directed by the Principal Permanent Secretary.