

Ministry for Education and Employment
Education Building
Great Siege Road
Floriana VLT 2000

Date: 2nd December 2016

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

**POST OF ICT AND BUSINESS ANALYST WITHIN THE MINISTRY FOR
EDUCATION AND EMPLOYMENT**

(as per Ministry's HR Plan for the year 2016)

The Ministry for Education and Employment (MEDE) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEDE adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

Nomenclatures importing the male gender include also the female gender.

1.0 Introduction

1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE) invites applications from Public Officers in the Malta Public Service, for the post of ICT and Business Analyst within the Ministry for Education and Employment. Public Officers in the Malta Public Service who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

2.0 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 ICT and Business Analyst is Salary Scale 9, that is, €19,320.02 per annum, rising by annual increments of €447.33 up to a maximum of €22,004.00.

2.3 An ICT and Business Analyst will progress to Scale 8 (€20,619.02 x €486.83 - €23,540.00) on completion of six (6) years service in the grade, subject to satisfactory performance and subject to completion of an ICT Toolkit course related to this grade as established from time to time by the Central Administration.

3.0 Duties

3.1 The duties of an ICT and Business Analyst include:

- Coordinating the day-to-day running of the ICT element in the Network section and/or Operations Section;
- Ensuring that adequate services are being provided to the Educational Units which include State Schools, the Learning Centres and other Educational Facilities;
- Spearheading the department's projects whilst ensuring the successful implementation, monitoring and sustainment of the service provision;
- Liaising with related entities, suppliers and the Ministry's Chief Information Officer (CIO) vis-à-vis hardware, software, networks and systems;
- Coordinating the support desk activities, updating log-books and reporting;
- Managing Inventory including assets/peripherals distribution and movements;
- Carrying out any ICT administrative duties that include filing, record keeping and report writing;
- Assisting in the drafting of technical specifications and ensuring that all tender documents are in line with the applicable procedural and technical requirements;
- Being responsible for the schools infrastructure's design as per standards and the up-keeping including the day-to-day maintenance;
- Providing the necessary support within the infrastructure set-up and its utilization, reaping the maximum benefits;
- Managing the timely provision of consumables so as to ensure business continuity;
- Attending and participating in technical meetings;
- Keeping up-to-date with new technologies in line with your technical responsibilities;
- Performing other ICT related duties, works or projects as delegated by the Chief Information Officer and/or Permanent Secretary MEDE and/or his/her delegates;
- Carrying out any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

4.0 Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants **must be Public Officers**, who are:

- (a) In possession of a recognized qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Computing and/or ICT plus two (2) years relevant work experience in a formal and mature ICT environment; OR
- (b) Public Officers not below Salary Scale 13 with five (5) years relevant work experience in a formal and mature ICT environment;

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

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 by the closing time and date of the call for applications.

4.3 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.

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.5 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 paragraph 8.1 below).

5.0 Submission of supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be uploaded on the edurecruitment portal <https://edurecruitment.gov.mt>, when you apply. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.

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

6.0 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 **200** and the pass mark is **100**. The Assessment Criteria can be accessed on <https://education.gov.mt/en/Pages/vacancies.aspx>

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4.1 to 4.3 have proven relevant work experience.

6.3 A notification of results published can be accessed on: <https://education.gov.mt/vacancies/Pages/Published%20Results.aspx>.

7.0 Submission of applications

7.1 Applications, together with an updated Service and Leave Record Form (GP 47) in the case of Public Officers, and a summary of qualifications and experience in the European Curriculum Vitae Format are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt> by not later than **(Central European Time) noon of Tuesday 20th December 2016**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

7.2 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

7.3 MEDE employees only, excluding entities, are to apply for GP 47 by sending an e-mail to records.mede@gov.mt, indicating clearly the applicant's full name & surname, ID nos. Grade, tel. nos. & residential address together with the reference of the said call applied for. A copy of the GP 47 will be sent to the applicant by e-mail while the original will be sent to the selection board.

7.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

8.0 Other general provisions

8.1 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;

- the process for the submission of petitions concerning the result;
- access to application forms and related details (not applicable in view of paragraph 7.1);
- retention of documents,

may be viewed by accessing the website of the People and Standards Division at the address

<https://opm.gov.mt/en/PSD/RESOURCING/Pages/Forms%20and%20Templates/Forms-and-Templates.aspx> . These general provisions are to be regarded as an integral part of this call for applications.

Joseph Caruana
Permanent Secretary
Ministry for Education and Employment