MEDE 43/2020

Circular No. HR/MEDE 05/2020

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

Date: 14th February 2020

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

POST OF ICT AND BUSINESS ANALYST IN THE OFFICE OF THE CHIEF INFORMATION OFFICER WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

Nomenclatures denoting the male gender include also the female gender.

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.

1. The Permanent Secretary, Ministry for Education and Employment, invites applications for the post of ICT and Business Analyst in the Office of the Chief Information Officer within the Ministry for Education and Employment.

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, which in the year 2020 is equivalent to, €21,933.00 per annum, rising by annual increments of €447.33 up to a maximum of €24,617.00.

2.3. An ICT and Business Analyst (Salary Scale 9) will progress to Scale 8 (which in year 2020 is €23,358.00 x €486.83 - €26,279.00) on completion of six (6) years satisfactory service in the grade and subject to completion of a specific ICT toolkit course related to this grade as established from time to time by the Central Administration.

2.4. An ICT and Business Analyst on Salary Scale 8 is eligible for a Performance Bonus which may vary from 0% to 10% of his 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 policy from time to time.

Duties

3. The duties of ICT and 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 and Employment, by CIO or their representatives;

xvi. performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

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 must be:

(a) Confirmed in their current appointment and in possession of a recognised 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) In a Salary Scale not below 13, whose appointment in such scale has been confirmed, with five (5) years relevant work 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.

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 recognized higher MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the 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).

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 Education Recruitment Portal (http://edurecruitment.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 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Ministry for Education and Employment, through the Online Education Recruitment Portal ONLY at the following address http://edurecruitment.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 noon (Central European Time) of Monday, 2nd March 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. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 153.

7.2 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.

7.3 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.
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://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx. These general provisions are to be regarded as an integral part of this call for applications.

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Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment