

## CALL FOR APPLICATIONS

### Manager ICT

#### At the Occupational Health & Safety Authority (OHSA)

Interested Applicants are kindly requested to submit:

- An expression of interest,
- Curriculum Vitae (CV),
- Copies of any qualifications.
- Any other pertinent documents.

Applications are to be submitted to [recruitment.ohsa@ohsa.mt](mailto:recruitment.ohsa@ohsa.mt) by not later than 13<sup>th</sup> November 2024.

Receipt of applications will be confirmed.

<b>Job Title</b>	<b>Manager ICT</b>
<b>Grade/ Contract Type</b>	Managerial Grade, Indefinite Contract Post is Full-time ( <b>40h</b> ) per week and <b>1year</b> Probation Period
<b>Remuneration and Benefits</b>	Basic Salary Gross for 2024: €37,600 Expense Allowance: €4,300 Responsibility Allowance: €4,200 Transport Allowance: €4,658 Communication Allowance: €1,800 Performance Bonus up to a Maximum of 15%  <i><u>This remuneration is based on the collective agreement for Managers 2023-2027</u></i>

## Job Description & Key Responsibilities

- IT Operations: Responsible for IT hardware and software operations, maintenance, and supervise of the IT team.
- System Development: Coordinate with upper management on new computer system developments and software.
- Installations and Configuration: Manage, plan, and supervise software and hardware installations and configuration.
- Project Implementation: Research, Develop, and implement projects for upgrading the network, information, and computer security systems.
- External Liaison: Liaise with outside support and contractors as appropriate.
- Software Upgrades: Review software upgrades and releases to ensure they meet company standards.
- Policies and Procedure: Keep up with policies and procedures related to IT systems.
- Cost-effective Solutions: Search for cost-effective solutions to problems.
- Department Management: Manage the IT department and lead technical support within OHSA.
- System Maintenance: Maintain various systems including IP networks, windows servers, AD, Office 365, and more.
- Procurement: Assist with the procurement of IT hardware and software.
- System Monitoring: Monitor systems and their usage to ensure compliance with OHSA standards.
- Performance and Security: Ensure high performance, reliability, and security of IT systems.
- Training and Utilisation: Conduct re-training and system fine-tuning to maximise IT system utilisation.
- Any ad hoc tasks assigned by management as necessary.

## Eligibility & Personal skills Requirements

**By the closing time and date of this call for applications, applicants must be:**

- a. citizens of Malta; or
- b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-Term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the Family Reunification Regulations, 2007; or
- f. in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within *Identita`* should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- ii. able to communicate in the Maltese and English languages.

### AND

- in possession of a recognised **Masters' degree at MQF Level 7** (subject to a **minimum of 90 ECTS/ECVET** credits or equivalent\*) in Information Technology.

\*A recognised master's qualification with a minimum of **60 ECTS/ECVET** credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application. A recognised master's qualification from the University of Malta (awarded pre-2009) with less than **60 ECTS/ECVET** credits is acceptable **if** it is verified by MQRIC that the workload is comparable to at least **60 ECTS/ECVET** credits.

**OR**

- in possession of a recognised **Bachelors' Degree at MQF Level 6** (subject to a **minimum of 180 ECTS/ECVET credits or equivalent\*\***) in Information Technology and **3 years' experience** in the same area.

**\*\***A recognised qualification comparable to **180 ECTS/ECVET** credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

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

**(ii)** Moreover, candidates who have not yet formally obtained any of the qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award for the qualification in question.

**(iii)** Furthermore, candidates who are following a recognised programme of study of a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQ level, by the closing time and date of the call for applications.

- Skills:

- strong interpersonal skills, in particular the ability to be assertive.
- strong analytical and reasoning abilities
- excellent oral and written communication skills in Maltese & English
- have the ability to meet strict deadlines.
- expected to be fully conversant with mainstream Office software in use at the Occupational Health & Safety Authority. The current software in use at the Occupational Health & Safety Authority is O/S Win 10, MS Office 365 Pro

- Experience:

- Ability to further demonstrate or show track record of additional experience, in a similar role other than as quantified above (*in clause (ii)*), will be considered an asset.

### **Other Required Skills**

- Clean criminal record (A police conduct not older than 1 Month to be presented),
- Reliable nature and loyal disposition,
- A team player,
- Able to manage sensitive situations and information with confidentiality.

**JobsPlus Permit Number: 1016/2024**