

**JOB DESCRIPTION**

Job title	Manager (ICT)
No. of positions to be filled	One (1)
Contract term	Indefinite position
Salary yearly:	<p>€28,294 with annual increase of €1,012 and annual increments of €531 (upon satisfactory performance) up to a maximum of €31,480 (as per adjusted Grading and Salary Structure for 2024 approved by IRU)</p> <p><i>(a new collective agreement is being negotiated with relevant authorities)</i></p> <p>Performance Bonus: up to a maximum of 10% of yearly salary</p>
Reporting to:	Director and/or senior management
Required qualifications:	<ul style="list-style-type: none"> <li>• Diploma in ICT and/or Computing (MQF Level 5 or higher)</li> <li><b>AND</b></li> <li>• One (1) year relevant work experience in a formal and mature ICT environment</li> <li><b>AND</b></li> <li>• Able to communicate proficiently in the Maltese and/or English languages.</li> </ul>
Jobsplus Advert No:	432/2025
Closing date:	Applications will be received by email on <a href="mailto:hr.legalaidmalta@gov.mt">hr.legalaidmalta@gov.mt</a> by noon of <b>Friday, 30th May 2025</b> indicating reference number: LAM18/2025 Manager (ICT) in the subject title of the email.
Submission of application:	<p>Applicants are required to submit:</p> <ul style="list-style-type: none"> <li>• Updated <i>curriculum vitae</i>, in Europass format including identity card number.</li> <li>• Scanned copies of the original certificates.</li> </ul>

The functions of the Manager (ICT) at the Legal Aid Malta Agency include:

- i. Assisting in developing, updating and implementing new operating practices, and ensuring all available resources are utilised to the optimum level.
- ii.
- iii. Overseeing the delivery of services to meet service goals and conducting evaluations and assessments to ensure continuous improvement and process efficiencies are in place.
- iv. Assisting in developing and implementing of a strategy to improve the relations with major suppliers and ensuring that the ICT services and products procured fully comply with the related Service Level Agreements (SLA) and any other contractual obligations.
- v. Supervising operations staff including training and evaluating and may guide or provide work direction to technical staff.
- vi. Managing and controlling the provision of all ICT services in liaison with the Information Management Unit within the Ministry.

- [illegible]