

DESKRIZZJONI TAL-IMPJIEG

Titolu tax-xogħol:	Maniġer (ICT)
Nru. ta' postijiet biex jintlewi:	Wieħed (1)
Terminu tal-kuntratt:	Pożizzjoni indefinita
Salarju Annwali:	€28,294 b'żieda annwali ta' €1,012 w inkrement annwali ta' €531 (fuq prestazzjoni sodisfaċenti) sa massimu tas-salarju ta' €31,480 (skont l-Istruttura tal-Gradi u Salarji 2024 approvata mill-IRU) (<i>qiegħed jiġi nnegozjat ftehim kollettiv ġdid</i>) Bonus ta' prestazzjoni: sa massimu ta' 10% tas-salarju annwali.
Jirraporta lil:	Direttur u/jew maniġment anzjan fl-Aġenzija
Kwalifiki Mehtieġa:	- Diploma fl- ICT u/jew Computing (Livell MQF 5 jew ogħla) - U - Esperjenza ta' sena (1) f'ambjent ICT formali u matur - U - Abilità biex jikkomunika b'mod professjonali bil-Malti u/jew bl-Ingliż
Numru tar-Reklam maħruġ mill-Jobsplus:	432/2025
Data tal-Għeluq:	L-applikazzjonijiet għandhom jintbagħtu bl-email fuq hr.legalaidmalta@gov.mt sa nofsinhar tal- Erbgħa, 03 ta' Settembru 2025 u għandu jiġi ndikat ir-referenza LAM18/2025 Maniġer (ICT) fis-suġġett tal-email.
Dokumenti mehtieġa għall-applikazzjoni:	L-Applikanti għandhom jissottomettu: - Curriculum Vitae aġġornat fil-format Europass inkluz in-numru tal-identità. - Kopji skannjati taċ-ċertifikati originali. - Ċertifikat tal-Kondotta maħruġ mill-Uffiċċju tar-Rekords Kriminali jew awtorità kompetenti, maħruġ mhux iktar minn xahrejn (2) qabel id-data tal-għeluq.

Il-funzjonijiet ta' Maniġer (ICT) mal-Aġenzija Għajnuna Legali Malta jinkludu:

- Jassisti fl-iżvilupp, aġġornament u implimentazzjoni ta' prattiki operattivi godda, u jissorvelja l-kunsinna tas-servizzi u r-riżorsi jkunu utilizzati bl-aħjar mod.
- Jissorvelja l-kunsinna tas-servizzi biex jintlaħqu l-għanijiet tas-servizz u jwettaq evalwazzjonijiet u assessjar sabiex jiġi żgurat titjib kontinwu w effiċjenza fil-proċessi.
- Jassisti fl-iżvilupp u l-implimentazzjoni ta' strategija biex titjieb ir-relazzjoni mal-fornituri ewlenin u jiżgura li s-servizzi u l-prodotti tal-ICT miksuba jkunu konformi bis-shiħ mal-Ftehimiet ta' Livell ta' Servizz (SLA) u kwalnunkwe obbligi kuntrattwali oħra.

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JOB DESCRIPTION

Job title	Manager (ICT)
No. of positions to be filled	One (1)
Contract term	Indefinite position
Salary yearly:	€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) <i>(a new collective agreement is being negotiated with relevant authorities)</i> Performance Bonus: up to a maximum of 10% of yearly salary
Reporting to:	Director and/or senior management
Required qualifications:	• Diploma in ICT and/or Computing (MQF Level 5 or higher) AND • One (1) year relevant work experience in a formal and mature ICT environment AND • Able to communicate proficiently in the Maltese and/or English languages.
Jobsplus Advert No:	432/2025
Closing date:	Applications will be received by email on hr.legalaidmalta@gov.mt by noon of Wednesday, 03rd September 2025 indicating reference number: LAM18/2025 Manager (ICT) in the subject title of the email.
Submission of application:	Applicants are required to submit: • Updated <i>curriculum vitae</i>, in Europass format including identity card number. • Scanned copies of the original certificates. • Certificate of Conduct issued by the Criminal Records Office or other competent authority issued not earlier than two (2) months from closing date of this call.

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

- Assisting in developing, updating and implementing new operating practices, and ensuring all available resources are utilised to the optimum level.
- Overseeing the delivery of services to meet service goals and conducting evaluations and assessments to ensure continuous improvement and process efficiencies are in place.
- 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.

