



Secretariat for Catholic Education

CALL FOR APPLICATION FOR THE POST OF IT OFFICER

The Secretariat for Catholic Education would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. The Secretariat for Catholic Education 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. It also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse published in November 2014.

Nomenclatures denoting the male gender also include the female gender.

The Director for Curriculum and Standards within the Secretariat for Catholic Education invites applications for the post of IT Officer.

1. Terms and Conditions

- 1.1 The selected candidate shall be placed in Salary Scale 9 (which in 2021 is €22,633.00 per annum, rising by annual increments of €447.33 up to a maximum of €25,316.98). S/he will proceed to Scale 8 (€24,091.00 x €486.83 - €27,011.98) on completion of 8 years' service in the grade. S/he will proceed to Scale 7 (€25,656.00 x €531.17 - €28,843.02) on completion of 16 years' service in the grade. These progressions to a higher scale are subject to satisfactory performance.
- 1.2 The selected candidate may be conditioned to a maximum of a six (6) day working week of an average weekly working time of forty (40) hours. S/he may be required to give an average of 25 hours service to the Secretariat for Catholic Education and 15 hours to St Monica school, B'Kara, as determined by the management. The appointment, which is subject to a probationary period of one (1) year, is on a fulltime basis (indefinite contract) and is subject to the rules and regulations of the Secretariat for Catholic Education.
- 1.3 The selected candidate shall be expected to undergo any required specialized education and training provided by Church Schools, the Secretariat for Catholic Education, by the Education

Authorities or any other relevant entity. S/He shall be obliged to ensure that throughout his/her employment period, s/he will remain conversant with current issues and practices related to their area of work, both nationally and internationally.

1.4 A selected candidate shall be required to work according to the exigencies of Church schools and the Secretariat for Catholic Education as directed by the Delegate for Catholic Education.

2. Duties and Responsibilities

2.1 The duties and responsibilities of an IT officer shall include:

Within the Secretariat:

- Analysing, purchasing, implementing, maintaining, and evaluating IT hardware and software;
- Applying, installing operating systems, security updates and the corresponding configuration changes;
- Adding, removing or updating user account information and resetting passwords;
- Providing technical support and assistance to users;
- To be involved in various IT related projects;
- Creating and maintaining comprehensive project documentation, plans and reports, including the configuration of the system;
- Diagnosing and resolving technical issues on his/her own and/or as part of a team;
- Maintaining of website/s;
- Managing ICT inventory including all tangible and intangible assets;
- Testing system applications, enhancements and assisting in User Acceptance Testing;
- Providing and/or analysing data for verification or reporting purposes;
- Ensuring that ICT control procedures and practices are in place and that ICT policies are being adhered to;
- Writing technical reports and/or user guides related to the ICT field and other reports as may be required by management;
- Administering security rights and liaising with superiors in order to improve systems security;
- Liaising with third parties to assist in the provision of ICT services and/or implementation of ICT projects;
- Keeping abreast of advancements in ICT due to rapid changes in technology; **AND**

In schools:

- Assisting Church School IT personnel and senior management teams with any IT technical queries;
- Providing IT consultation to optimise the IT Services and emergency services in Church Schools;
- Coordinating Secretariat-Church Schools wide projects, when necessary; **AND**

In St Monica School, B’Kara:

- Installing, supporting and maintaining all IT equipment including servers, computer systems, laptops, tablets, interactive white boards and configuring new hardware and software;
- Performing routine audits of system and software;
- Performing backups;
- Applying and installing operating systems and security updates and the corresponding configuration changes;
- Adding, removing or updating user account information, resetting passwords;
- Answering technical queries within school hours;
- Be involved in various IT related projects, i.e. software security and infrastructure;
- Be responsible for documenting the configuration of the system;
- Troubleshooting any IT reported issues;
- Ensuring the smooth running of the network infrastructure;
- Providing guidance on school IT systems to staff at school;
- Keeping an inventory of current hardware devices and software licenses;
- Ordering and collecting spares or replacement of equipment when needed. Persons who use their own transport will be entitled to the applicable fuel allowance;
- Performing any other duties assigned by the Director for Curriculum and Standards according to the exigencies of the Secretariat for Catholic Education and Church Schools.
- Performing any other duties assigned by the Delegate for Catholic Education according to the exigencies of the Secretariat for Catholic Education and Church Schools.

3. Eligibility requirements

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

- (i) (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 Expatriates Unit within Identity Malta Agency 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 license 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
- (iii) in possession of a degree (level 6) in IT, or a recognized appropriate comparable qualification.

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 abovementioned 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.

- (iv) Of good moral character; applicants must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application.

3.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 3.1, have proven relevant work experience.

3.3 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from the Malta Qualifications and Recognition Information Centre (MQRIC), or other designated authorities, as applicable.

3.4 In the case that no suitable applicants will be found for the post, applicants who are in possession of a recognized qualification at MQF Level 5 in IT, with a minimum of two (2) years relevant work experience will also be considered.

3.5 In the case that no suitable applicants will be found for the post, applicants who are in possession of a recognized qualification at MQF Level 4 in IT, with a minimum of five (5) years relevant work experience will also be considered.

4. Submission of Supporting Documentation

4.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. 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.

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

5. Selection Procedure

- 5.1 Eligible applicants will be interviewed by a selection board to assess their suitability for the post.
- 5.2 The results will be published on the notice board of the Secretariat for Catholic Education within fifteen (15) working days of the interviews. A notification of the issue of the result will be sent to all interviewees.
- 5.3 Selection will be made according to the result list which will be valid for one (1) year.

6. Submission of Applications

- 6.1 A letter of application in own handwriting, accompanied by a CV, will be received in the first instance by the Director for Curriculum and Standards by not later than **noon of Monday 15th November, 2021**. Applications by post should be sent by registered mail to the address below, in sufficient time to ensure delivery by the above-mentioned closing date. The applications will be acknowledged by the Director for Curriculum and Standards. Late applications shall not be considered.

Dr Ian Mifsud
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