



## Executive (ICT Support)

External Call - Ref. No. ICT-2021-01

Jobsplus Permit Number: 201/2021

We are currently on the look out for a full-time Executive to support our ICT & Branding Department at servizz.gov Agency. The selected candidate will be appointed on an indefinite contract basis and the starting annual basic salary attached to this position is €20,940 with annual increments.



### The Role

The selected candidate will be responsible for the various ICT activities and actions, including but not limited to providing technical support and assistance to staff and agents in using core applications and operating systems, overseeing the maintenance of the network infrastructure and data rooms/cabinets at servizz.gov locations, managing the ICT inventory, updating of content/data on the agency's website and related content management system, testing of system applications and enhancements as part of User Acceptance Testing exercises, and ensuring the alignment of the internal ICT procedures and practices with respect to the Government ICT policies.

The selected candidate is expected to be flexible and to respond to the different emerging needs of the Agency efficiently and effectively.

A detailed job description may be obtained by sending an email on [hr.servizz@gov.mt](mailto:hr.servizz@gov.mt).



### Qualifications

By the closing date of this call for applications, applicants must be in possession of:

- An Advanced Level qualification in Computing and two (2) other subjects at Intermediate Level;  
**OR**
- Six (6) Ordinary Level certificates with good pass grades (1-5 or A-C) which must include English, Maltese, Mathematics and Computing Studies.

Proven experience in networking and network infrastructure and/or computer repairs is required. Moreover, applicants must be proficient in the Maltese and English languages.



### How to Apply

Interested candidates are to submit a letter of application together with their curriculum vitae and copies of their qualifications either via email on [hr.servizz@gov.mt](mailto:hr.servizz@gov.mt) or via conventional mail to the following address: **servizz.gov, The Victoria Centre, Level 2, Valletta Road, Mosta, MST 9012.**

Original certificates are to be invariably produced for verification during the interview.



### Notice!

Applications will be accepted until:  
**Tuesday 4<sup>th</sup> May 2021**