

INDIS Malta Job Description



| | |
|--|------------------------------|
| Position Title: | Manager (Technology) |
| Reports to: | Head (Operations) |
| Pay Grade: | Head |
| Department: | Operations Department |
| Job Summary | |
| The employee shall be mainly responsible for the proper management of Information Technology Unit. | |
| Description of main tasks | |
| <p>Duties</p> <ul style="list-style-type: none"> • Contributing to the development of the Technology Strategy of the Company. • Managing the development, design and implementation of new applications and changes in system architecture. • Manages the introduction of new technologies across departments to undertake the Company's procedures and work practices. • Manages the maintenance and support of all ICT applications and infrastructure environment. • Maintaining a safe and secure work environment in relation to IT aspects. • Developing processes for maintaining data and information secure across the Company. • Manages the Company's information security management system. • Maintaining up-to-date systems and software solutions. • Developing and implementing INDIS data and records retention plan and policies. • Managing communications and relationships between Technology and other departments within the organisation. • Managing annual IT budget and ensuring cost effectiveness. • Developing requirements and budgets for IT projects. • Manages the research and innovation function and ensures the staff within Company are keep abreast with all IT systems. • Performs any other duties related to the proper execution the role as necessary, or other relevant duties as may be assigned. | |
| Consultation | |
| <ul style="list-style-type: none"> • Consults with the Head (Operations) and/ Units in resolving issues and problems. | |

INDIS Malta Job Description



Self-Improvement

- Keeps up to date with new trends, instruments, and methodologies in relation to Legislation and Regulations that could potentially impact INDIS goals, objectives, and efficiency in this regard.
- Keeps up to date with the latest developments within INDIS.

Other

- Performs any other job-related duties as necessary or as assigned.

Supervision Received

- Direct supervision from Head (Operations) and/or designated person.

Qualifications

The required candidate should have a solid background in Technology or another related background which may be considered relevant for this post.

The role calls for an academic qualification in a relevant field of study at National Qualification Framework Level 6 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognised professional qualification at a comparable level.

The applicant should also possess a minimum of three (3) years working in a relevant area.

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company would still be interested in speaking with him/her.

Disclaimer: This job description defines the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, knowledge, etc. These are subject to change as needed by Management.