St Joseph School, Sliema
CALL FOR APPLICATION FOR THE POST OF
IT TECHNICIAN WITH SYSTEMS ADMINISTRATION DUTIES

The Heads of St Joseph School invite applications for the post of IT Technician with Systems Administration Duties in St Joseph School, Sliema (Junior & Senior Sections)

1. The appointment, which is subject to a probationary period of one year, is on a full-time basis and is subject to the rules and regulations of St Joseph School.

2. All new appointees may be required to undergo an induction phase and any other relevant training which may be deemed necessary.

3. The salary for the post of IT Technician with Systems Administration Duties is €21,630.00 per annum rising by annual increments of €375.17 to a maximum of €23,881.02 (Salary Scale 11, 2023). An IT Technician with Systems Administration Duties will progress to Salary Scale 10 after seven (7) years service in the grade, subject to satisfactory performance.

4. The duties and responsibilities of the selected candidate will include:
   - 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 system and security updates and the corresponding configuration changes;
- Adding, removing or updating user account information, resetting passwords;
- Answering technical queries within school hours;
- To be involved in various IT related projects, i.e. software security and infrastructure;
- To 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 where possible with school vehicles or own transport. Persons who use their own transport will be entitled to the applicable fuel allowance.

5. The working hours for IT Technicians with Systems Administration Duties are 30 hours per week including 15 minutes before the first lesson and 15 minutes after the last lesson. They are entitled to Christmas, Easter and Summer holidays. At the end of the scholastic year, IT Technicians with Systems Administration Duties will work a further week and return to school a week before the beginning of the scholastic year.

   In cases where technicians are shared between different schools, they will work the hours required according to the school where they are reporting for work. Work schedules will be drawn up by the Head/s of the respective schools.

In cases of emergency, the IT Technician, with the approval of the respective Head/s, will be required to report for work according to exigencies. If required to travel from one school to another in the same day, the technician will be entitled to the applicable fuel allowance.

6. IT Technicians with Systems Administration Duties shall be expected to undergo any required specialized education and training provided by the school, the Secretariat for Catholic Education, by the Education Authorities or any other relevant entity.

Selected candidates are obliged to ensure that throughout their employment period they remain conversant with current issues and practices related to their area of work, both nationally and internationally.

7. By the closing time and date of the call for applications, applicants must have:
   a) an IT Advanced / Higher Diploma (Level 5) or equivalent **OR**
   b) an IT Diploma (Level 4) or equivalent and two (2) years relevant experience.

8. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (CAP. 413), even if they do not satisfy in full the eligibility requirements for this post provided they can carry out, in essence, the duties related to the post and subject to the concurrence and approval of St Joseph School.

Representations in terms of this clause should be attached to the application forms and supported with relevant documents which must also include

documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and to state why reasoned considerations are merited. All correspondence is to be addressed to the Head of St Joseph School (Senior Section).

9. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Applicants must provide transcripts of their qualifications. Diploma/Degree/Post-Graduate certificates must be accompanied by a transcript, in English, showing the grade obtained and the final classification.

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

With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.

Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the Head of School as soon as it is available and, in any case, by not later than one month from the closing date of the call for applications.

Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page

of the Malta Qualifications Council website In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC. In such a case the applicant shall be given one month to procure the statement.

10. Eligible applicants will be interviewed by a selection board to assess their suitability for the post.

11. The results will be published on the notice board of St Joseph School within fifteen (15) working days of the interviews. A notification of the issue of the result will be sent to all interviewees.

12. A letter of application in own handwriting, accompanied by a CV, will be received in the first instance by the **Head of St Joseph School (Senior Section)** by not later than **noon of Monday 3rd July, 2023.** Applications by email are to be sent to head@stjosephsliema.edu.mt. 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. All applications will be acknowledged by the Head of St Joseph School (Senior Section).

Ms Clarissa Fleri Soler
Head of St Joseph School (Senior Section)
Ms Mariuccia Fenech
Head of St Joseph School (Junior Section)

Call: IT Technician with Systems Administration Duties
St Joseph School, Cathedral Street, Sliema.