



## **CAREER OPPORTUNITIES**

Enemalta plc is the leading energy service provider in the Maltese Islands, entrusted with the distribution of electricity and the development of the national electricity distribution network.

We are committed to the ongoing development of a highly skilled, diligent team of staff to maintain an effective level of service to our customers. As part of this process, we are inviting motivated individuals interested in joining our Company to apply for the post of:

### **Professional Executive (ICT)**

(Jobsplus Permit No. 266/2021)

Further details about this position including key responsibilities and requisites are available in the link hereunder.

If you are interested in this opportunity, kindly send an application letter and an updated CV to our Human Resources Department by email on [hr.em@enemalta.com.mt](mailto:hr.em@enemalta.com.mt) by not later than **Tuesday 1<sup>st</sup> February 2022**.

All applications will be acknowledged and treated in strictest confidence.

#### **Enemalta plc**

Administration Building, Church Wharf, Marsa MRS 1571

[www.enemalta.com.mt](http://www.enemalta.com.mt)

<b>JOB DESCRIPTION</b>	
<b>Designation:</b>	<b>Professional Executive (ICT)</b>
<b>Department/Section:</b>	<b>ICT Department</b>
<b>Responsible to:</b>	<b>Respective Manager and/or Divisional Manager</b>

### **Basic Functions**

The Professional Executive (ICT) will be working in a team environment to support the implementation and management of various ICT projects mainly in the business, Infrastructure and business process reengineering. The Professional Executive (PE) (ICT) will also be expected to develop, test, implement, maintain and support current and future ICT systems.

### **Position Objectives**

The position will require that the PE (ICT) meets targets set by his/her superior throughout the course of the year.

### **Duties**

#### **A) Project Management**

The PE (ICT) will be assigned to a project in a particular role depending on his/her involvement in the project. The PE (ICT) may be required to manage the project and may be assigned resources (tools, hardware, software and human resources), or may be required to participate and report to an assigned project leader. The PE (ICT) is expected to adhere to set procedures and practices and to any methodology framework introduced for the management of projects.

#### **B) Development, Implementation and Testing**

The PE (ICT) will be required to develop, implement and/or maintain applications using standard development tools. The PE (ICT) will be required to perform systems analysis and present a set of requirements, or may be provided with such requirements in a standard pre-defined format. Development work relates to programming, querying and reporting using the Company's ICT standard development platforms including the configuration of the GIS platform. The PE (ICT) shall design, implement, test and administer hardware based ICT solutions in line with industry standard best practices. The PE (ICT) must also ensure to perform his/her endeavors in line with corporate policies.

#### **C) Design, Implementation and Maintain ICT Infrastructure**

The PE (ICT) will be required to design, implement and maintain Enterprise class ICT Infrastructure in line with industry standard best practices. The PE (ICT) will be required to coordinate and lead infrastructure projects and ensure that projects are delivered on time, within budget and within the specified quality parameters.

The PE (ICT), depending on the project, will be required to perform site visits in order to assess the requirements and report his/her findings. During the execution of project works, the SPE (ICT) must ensure that the works are carried out to the highest quality and standards hence he/she must oversee, through periodic site visits, the work in progress conducted by internal employees or contracted to external parties and take the necessary corrective actions.

The PE (ICT) must establish good relations with suppliers for the benefit of the organisation, and ensure that contractual SLAs are met. The PE (ICT) must also ensure to perform his/her endeavours in line with corporate policies and procedures.

#### **D) Tender Documentation**

The PE (ICT) will be required to participate through the whole tendering process. This may include but not limited to the preparation of tender specifications, evaluations and subsequent adjudication report.

#### **E) Business Process Reengineering**

The PE (ICT) will be required to participate or take active lead in the mapping of current business processes, as well as aid or propose reengineered processes enabled by IT Systems.

#### **F) Research**

The PE (ICT) will be required to conduct research, attend meetings, demonstrations and conferences related to ICT systems and solutions, and critically evaluate the presented systems and solutions.

#### **G) Any Other Duties**

The PE (ICT) will also undertake other comparable duties within the ICT Department as advised by his/her manager or designated representative.

#### **Training**

If any of the duties mentioned are not within the competence of the PE (ICT), the Company shall provide adequate training.

#### **Organisational Relationships**

The PE (ICT) will report to ICT Managers, or a supervisor as appointed by the Divisional Manager ICT, and assists him/her in all duties to ensure that the ICT service meets the Company's needs. Depending on the nature of the project underhand, the PE (ICT) may be required to report to an appointed project leader within the ICT Department for the duration of the project.

## **Responsibility**

This ICT position will entail responsibility such as but not limited to the following areas:

- Gathering and Analysis Requirements
- Project management
- Project related documentation
- ICT Active and passive equipment
- ICT Communication systems
- ICT Data Centres Facilities
- Software Development / Configuration
- Software Implementation
- Software Testing
- Software Maintenance
- Database maintenance and querying
- Supplier's management report writing

## **Accountability**

This ICT position will entail accountability to the following areas:

- Integrated Business Solutions
- Infrastructure and Support

## **Supervision**

Although the PE (ICT) will fall under the supervision of an ICT Manager, the selected candidate is required to carry out work with minimal supervision. Depending on the work assigned, the PE (ICT) may be required to report to a designated project manager/ leader for the duration of a particular project. The PE (ICT) is however expected to learn, adapt and comply with procedures and practices introduced to administer projects in the ICT environment.

## **Qualifications**

A Bachelor's degree (MQF Level 6) in ICT or an equivalent qualification relating to Computer Studies is considered mandatory.

## **Experience**

- At least three (3) months experience in supporting an ICT enterprise environment;
- Project management;
- RDBMS Programming and tools, such as Microsoft Access, Microsoft SQL or ORACLE and Visual Studio.NET, VB.NET and C++;
- Knowledge of the installation, configuration and administration of Windows and Linux Server Operating Systems;
- Knowledge of WAN and LAN Networking technologies and protocols;

- Implementing and maintaining Enterprise Networking and communications equipment; such as but not limited to core routers, gateways, PABX. VOIP;
- Proficient use of Microsoft Office Tools; Microsoft Share Point and associated development tools.

Reasonable knowledge and understanding of the current utility business environment as well as the technological innovations and improvements which are influencing the way a Utility operates.