

The **Foundation for Medical Services** is seeking to recruit **IT Officers** to join its team.

Jobsplus Permit Number: 46/2021

Job Description

Title: IT Officer

Reports to: Head of IT or designated delegate

Summary:

The IT Officer will be working within the internal IT Team at FMS and will support internal users, will be responsible to support and maintain internal network including servers, network equipment, PABX, and any hardware and software. The IT officer will also form part of the project management team and will be responsible for network design infrastructure on projects related to the Ministry for Health.

Other IT Officer duties and responsibilities also include:

- Deliver high-quality support to all end-users in a courteous and professional manner.
- Relocate IT equipment including desktop computers, printers, monitors, phones and other general peripherals.
- Perform installations, upgrades, configuration, maintenance, troubleshooting and fine tuning of servers, desktops, laptops (Windows and Mac).
- Administering internal applications and related databases
- Driving automation processes
- Ensuring security, business continuity and disaster recovery of internal operational systems
- Assisting in maintaining the relevant documentation as required for internal and compliance requirements
- Assisting with internal IT issues when necessary
- Supporting development teams
- Cooperating with external parties regarding new production systems
- Ensuring the highest levels of systems and infrastructure availability
- Responsible for the maintenance of networks and phone systems, ensuring the accessibility to the network/data for all connected users.
- Maintain security – shared data folders and files on servers and network.
- Responsible for the backups, restores, and maintenance of the system.
- Maintenance of printers.
- Ensuring stock and replacements for printers, plotter, copiers, telephones and computers.
- Maintenance of file servers, DNS servers, print servers, mail servers.
- Maintain an inventory of company assets.
- Good knowledge of Windows Server, Active Directory and windows networking.
- Good knowledge of wired and wireless networks.
- Coordinate work with sub-contractors

- Ability of planning the passive network design for new projects.
- Any other duties as deemed necessary by Employer

Eligibility Criteria:

Qualifications and Experience:

Candidates shall have an IT qualification at MQF Level 5 or higher and at least three years' working in an IT role

OR

In possession of relevant IT Qualification at MQF Level 4 and 5 years' experience in IT role

OR

Candidates with more than 7 years relevant and proven work experience in an IT environment and role

Other pre-requisites considered as an asset

- Technical in Windows Server, Active Directory and windows networking
- Experience working within the Health Sector
- Experience in Office Management and proven experience working in a fast-paced office environment

Interested persons are to submit their application together with the below documents:

- Application Letter
- An updated C.V.
- Two reference letters from previous employers
- Police Conduct Certificate (obtained within the last six months)
- Copy of the relevant qualification certificates. (*Applicants in possession of a foreign qualification need to submit a recognition statement from the Malta Qualifications Recognition Information Centre*)

Interested persons are to submit their application to The Head of Human Resources, Foundation for Medical Services, Gattard House, 3rd Floor, National Road, Blata l-Bajda HMR 9010 or via email on fmshr.mfh@gov.mt

Applications should reach the HR Department by not later than 28th November 2021.