



ASSET RECOVERY BUREAU M A L T A

INFORMATION TECHNOLOGY (IT)

About the Unit

The Information Technology function supports the effective and secure operation of the Asset Recovery Bureau's technology infrastructure, systems and digital services. It provides technical support, troubleshoots hardware and software issues, assists with the implementation of new technologies, supports secure communication platforms and contributes to the management of IT projects. The function also liaises with relevant external stakeholders regarding system access, enhancements and ongoing technology projects, while helping to maintain the integrity, security and availability of the Bureau's information systems.

Bureau Officer II (ICT)

Role Overview

- Provide day-to-day technical support, including diagnosing hardware and software issues and escalating issues that may affect IT services.
- Assist in evaluating, purchasing, testing and implementing IT hardware and software in accordance with data protection requirements.
- Support the operation of secure communication platforms and help maintain system availability.
- Liaise with the relevant Ministry Information Management Unit and MITA regarding access, system requests, enhancements and ongoing projects.
- Assist with IT projects by monitoring budgets, schedules, scope, milestones and supplier-related delays.
- Maintain relevant records and statistics and participate in IT-related training in Malta or abroad.

Eligibility Requirements

Applicants must satisfy one of the following requirements:

- A First Degree qualification at MQF Level 6; OR
- A Diploma qualification at MQF Level 5; OR
- A Certificate or Diploma qualification at MQF Level 4

Manager (ICT)

Role Overview

- Oversee day-to-day ICT operations, technical support and the Bureau's secure communication platforms.
- Manage the evaluation, purchase, testing and implementation of IT hardware and software in accordance with data protection requirements.
- Manage IT projects, including budgets, schedules, technical requirements, milestones and supplier-related issues.
- Help ensure the correct operation, integrity, security and availability of the Bureau's information systems.
- Liaise with the relevant Ministry Information Management Unit and MITA regarding new systems, enhancements and ongoing projects.
- Maintain relevant records and statistics and participate in IT-related training in Malta or abroad.

Eligibility Requirements

Applicants must satisfy one of the following requirements*:

- A First Degree qualification at MQF Level 6; OR
- A Diploma qualification at MQF Level 5; OR
- A Certificate or Diploma qualification at MQF Level 4

** The eligibility requirements outlined below are provided for guidance purposes only. Specific qualifications, experience and other requirements may vary between vacancies. Applicants should always refer to the relevant vacancy notice and job description, which shall prevail in the event of any discrepancy.*