


Job Description		Ad No:	ABT 01 / 19	Rev #	1.2	 <small>\\Filesrv\hr\HRAdminFiles\HRDocuments\HumanResources\JobAdverts\2019\ABTG-ICTManager-.docx</small>
Prepared By:	MJG	Expected Start Date:		Q2 2019		
Approved By:	BoD	Last Revision Date:		18 – Feb - 19		

Immediate Vacancy


ICT Systems Administrator

A position within the **AquaBioTech Group** has arisen for a suitably qualified person to work as an **ICT System Administrator** undertaking a variety of tasks within the Group's ICT department. The successful candidate will be leading a small team in designing, developing, maintaining, installing and supporting current and new computer systems, ensuring that facilities are always online.

Synopsis of position offered

The responsibilities of the successful candidate may include, but are not limited to:

- Troubleshoot and resolve all problems encountered with hardware and software.
- Complete special projects as requested.
- Supporting the roll-out of new software
- Designing, managing and maintaining company and project websites
- Testing and evaluating new technologies
- Perform applications testing on different networks and create test evaluation reports.
- Efficiently perform trouble-shooting on the special use application and write clear and concise trouble-shooting reports.
- Create and present online training and eLearning applications and tools.
- Managing and maintaining all of the company's online services
- Monitoring web hosting service uptime
- Monitoring all internal websites and EU projects websites, and ensuring maximum uptime
- Ensuring good search engine ranking by doing Search Engine Optimisation (SEO) checks and implement changes in the code and page content accordingly.
- Acting as first line of support for all local and remote users including all employees, company directors, interns and students
- Escalating IT issues to the relevant hardware supplier when required
- Able to work outside of normal hours during peak times or to meet deadlines.

Job Description		Ad No:	ABT 01 / 19	Rev #	1.2	 <small>\\Filesrv\hr\HRAdminFiles\HRDocuments\HumanResources\Job Advers\2019\ABTG-ICTManager-.docx</small>
Prepared By:	MJG	Expected Start Date:		Q2 2019		
Approved By:	BoD	Last Revision Date:		18 – Feb - 19		

Reporting directly to the Technical Director, the position is very demanding requiring a person who is highly motivated and self-organised. The selected person must be prepared to work to very tight deadlines in isolated and multi-functional projects and in conjunction with a team of international staff based at our head-office based in Malta.

Qualifications Overview

A successful candidate is likely to have a solid background in ICT System with at least a B.Sc. in Computer Science or related field and have at least three (3) years' experience in ICT systems.

The successful candidate is likely to have experience with Internal protocols, web design tools, creating and managing directory structure, designing computer interfaces for user input as well as working knowledge of web design tools and languages: HTML, PHP, JavaScript, CSS, Dreamweaver, Flash, Adobe Suite, Photoshop. In addition, knowledge of MySQL or other similar database software and Hands on experience of installing IT hardware and software. Experience in scripting or programming (PowerShell, VBA, Batch, C++), working and designing GUIs, understanding of web development and a content management system, knowledge of IT operating systems, particularly Windows, Exchange, and Active Directory as well as understanding of three-tier web application architecture and an understanding of web application usage in browsers are preferred.

The successful candidate will be offered a long-term, fixed-term contract with the company. The selected candidate will have to speak and write English fluently. The selected candidate must have a clear passport with no travel restrictions, no legal convictions held at any time and be in possession of a clean driving licence.

Financial Package

The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company, but also in line with the cost of living in Malta and could include an accommodation package, if required.

Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at www.aquabt.com. Applicants are required to submit a full *Curriculum vitae* in the **AquaBioTech Group** Europass format that **must** be downloaded from our website – **no other Cv formats will be accepted**. Questions about the application should be directed to the HR Manager, on hr@aquabt.com