



Situation Vacant

ICT Systems Officer

The ICT Systems Officer will be employed with the Notarial Archives Foundation (NAF) as the operator of the Notarial Registers Archive (NRA), which forms part of the National Archives of Malta (NAM). The successful candidate will work within the Digitisation and ICT Department and will report to the Head of Digitisation and ICT. The Officer will monitor and manage the daily operations of the ICT systems and networks at the NRA, providing support and scheduling necessary works. The ICT Systems Officer will also maintain the Asset and Data Management System inventory, administer security rights, and ensure compliance with policies. The position is being offered on a full-time basis, albeit part-time or reduced hours contracts may be considered.

The successful candidate must:

- Possess a Degree (MQF Level 6) in ICT, Computer Systems, or a related field, **or** possess a Diploma (MQF Level 5) with five (5) years of relevant experience in a mature ICT environment;
- Proven experience within the MAGNET environment, including proficiency with the RFS portal, SolarWinds, and GMICT policy frameworks, will be considered an asset;
- Have deep knowledge of network protocols, system/data management standards, and administrative metadata structures;
- Operate in a methodical approach with high attention to detail, with strong problem-solving and communication skills;
- Be proficient in the English language, both written and verbal. Fluency in the Maltese language will be regarded as an asset.

Interested candidates are invited to submit:

- A detailed updated CV;
- A cover letter outlining their qualifications, experience, and enthusiasm for the position;
- A scanned copy of certificates, including MQRIC recognition statements for foreign qualifications;
- A recent police conduct.

Applications should be emailed to recruitment@nafmalta.org by no later than **noon (GMT+1) on Sunday 26th July 2026**.