

**Central Bank of Malta  
Job Description**

**Job Title:** Analyst Programmer

**Office:** Application Development and  
Project Delivery

**Reports To:** Senior Analyst/Manager

**Department:** Innovation, Technology &  
Knowledge Services

**Date:** July 2024

**Job Purpose**

To provide Systems Analysis and Programming services in order to propose and develop solutions in line with the Systems Development Methodology that meet users' requirements based on the Bank's Business and IT Strategy. The Systems Development Lifecycle shall maintain alignment with the Bank's Business Strategy of providing effective, efficient and economic solutions.

**Technical / Functional Responsibilities:**

- To promote and apply the Application Development Methodology governing software application development and deployment.
- To assist in carrying out feasibility studies in order to enable the Bank to evaluate the appropriate course of action in tackling business process automation.
- To assist in the business analysis on change programmes of various complexities, ensuring that the programme deliverables remain consistent with the overall business framework, and that the work streams within the programme deliver an integrated solution.
- To assist in the drawing up of architecture maps, systems requirement analysis, systems technical documents and statements of work that will be the basis of agreement for the deliverables requested by the business units.
- To facilitate and run workshops from initial problem statements, requirements and data gathering through to implementation planning according to the established standards and methodology.
- To identify opportunities for change, propose effective solutions and write reports and present proposals recommending course of action.
- To convert functional documentation into technical specifications and work orders for use during development.
- To support and direct efforts by the programmers in meeting established project milestones.
- To code, test and troubleshoot programs utilising the appropriate tools, database and programming technology.
- To review code being produced by other programmers and guide them to ensure that the programming style is in line with the established practices.
- To ensure proper in-line documentation, user instructions, training manuals and appropriate supporting documentation on any technical matters.

**Central Bank of Malta**  
**Job Description**

- To coordinate, in collaboration with end users, the creation and implementation of test scenarios in order to ensure that the developed solution is free of any logical and syntactic errors.
- To assist in compiling release plans and the monitoring and reporting on applications' progress. This process will involve continued tracking of progress resolution and mitigation of risk to ensure adequate alignment with the agreed plans.
- To assist efforts to improve maintainability, uptime, and performance.
- To assist in drawing-up the necessary go-live plans that will result in the handover of the application into production. This also includes the liaison with other technical stakeholders in drawing up the application technical requirements.
- To establish integration requirements between in-house and third-party applications and databases.
- To apply and follow change management procedures whereby documenting changes, performing system tests or providing test environments for business-driven tests and seeking the necessary approval to ensure that changes do not adversely affect the production environment.
- To ensure that the Service Desk system is used effectively whereby all support calls are logged, monitored or escalated where necessary.
- To assist in the maintenance of a development environment for in-house development and the production phase. This also includes the upkeep of a source code vault which will ensure posterity of intellectual software property owned by the Bank.
- To ensure that the delivered application complies with the established Security Policy. This involves additional tasks which would ensure that the application is secure and provides the necessary user access management.
- To communicate regularly with technical, applications and operational staff to ensure database integrity and security, including links to other DBMSs.
- To respond and report on new exigencies that may arise in the Bank's role within the ESCB.
- To develop and maintain operational documentation.
- To develop and maintain disaster recovery of critical services. Apart from developing, compiling, maintaining and implementing disaster recovery procedures this also includes the periodic disaster recovery testing and reporting on the respective outcome.
- To keep abreast with and adhere to established Policies and Procedures.
- To report on activities undertaken.
- To ensure a high quality / standard of work and service throughout.
- To perform any other duties that may be assigned from time to time.

**Central Bank of Malta  
Job Description**

**Competencies and Proficiency Levels**

**Within the context of their specific tasks, the incumbent is expected:**

- To be truthful and honest;
- To have a positive, can-do attitude;
- To share the Bank's intolerance of sexism, homophobia, xenophobia and racism, and to be respectful and caring towards others irrespective of sexual, religious and political orientation;
- To carry out their tasks professionally and ethically;
- To communicate effectively;
- To have a sense of the value of time and priorities;
- To respect security and confidentiality; and
- To be able to lead and to work in teams as may be the case.

**Where applicable, the incumbent will have the following competences at a specified level of proficiency**

<b>General Competencies</b>	<b>N/A</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Analysis, research and problem solving			✓			
Customer Care		✓				
Computer and IT Literacy				✓		
<b>Managerial Competencies</b>	<b>N/A</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Strategic Thinking and Planning		✓				
Promoting Change through Creativity		✓				
Leading People and Performance		✓				
Managing Relationships		✓				
Operations, Processes and Information Management			✓			
Industry Awareness and Understanding		✓				
<b>Technical Competencies</b>	<b>N/A</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
IS and Business Strategy Alignment			✓			
Solutions Development and Deployment			✓			
IT Security and Controls		✓				
Operational Management			✓			
Procurement and Contracts		✓				
Project and Program Management		✓				

**Experience and Qualifications:**

- An academic qualification at MQF Level 5 in Information Technology or an ICT related qualification or Microsoft Certification in software development. Consideration will be given

**Central Bank of Malta  
Job Description**

to candidates who are in their final stages to successfully complete an ICT qualification at MQF Level 5.

OR

- Have at least two years' proven experience in software development.
- Technical experience on the current applications' development environment is considered an asset. Consideration will be given to experience related to the following: Microsoft .Net, Oracle, and MS SQL.
- The technical ability to understand the complete scenario of the business functions including programming systems concept, structures and models, technical writing, programming language concepts, testing techniques, DBMS management, security and fine-tuning, and project management methodologies.
- Experience in various programming languages (e.g. Python), data science tools (e.g. Knime, PowerBI), database management, graphical design, applications' testing, possibly supported through a recognised qualification/certification will be considered an asset.
- Sound knowledge of IT Standards and Best Practices.
- The ability to propose solutions to bring the benefits of information technology to solve business needs.
- The ability to communicate with and understand the needs of the various business areas throughout the Bank and external suppliers.
- The ability to work under pressure and handle multiple projects.

**Working Relationships and Lines of Communication**

- Internal**
- Manager/Senior Analyst – Project coordination and on-going activities.
  - Office Managers – Communication/coordination when deploying in-house developed systems.
  - Programmers – Daily coordination of work plans to meet project deadlines.
  - Users – Assistance in articulating the business requirements and proposing appropriate solutions to meet their needs. The coordination of User Acceptance Testing and follow-ups.
- External**
- Suppliers – Communication to ensure that any services provided are in line with established specifications and service level agreements.

**Physical Dimensions**

Junior programmers may report directly to this position.

**To Be Completed by Each Employee in the Role**

Employee Name	

**Central Bank of Malta  
Job Description**

<b>Employee Signature</b>	<b>Date</b>
<b>Manager Signature</b>	<b>Date</b>