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team

Executive
(Data and Systems)

jobsplus permit number
82/26

jobsplus vacancy number
434926

XJENZA MALTA esplora®

Role

The Executive (Data & Systems) will be responsible for administering and maintaining Esplora's internal digital systems, coordinating with the IT department, overseeing data collection and reporting, and ensuring the seamless operation of online platforms. This role involves administering Esplora's event and booking systems, supporting digital engagement tools, and ensuring data-driven decision-making through structured data gathering and analysis. The successful candidate will play a crucial role in optimizing digital workflows, improving visitor experiences, and facilitating smooth operations across departments.

Duties

1. Systems & Platform Administration
   - Manage Esplora's online platforms, including the event booking system, Learning Management System (LMS), visitor management tools, and digital engagement portals;
   - Ensure all digital content, such as events, schedules, and announcements, is correctly published and updated;
   - Coordinate user access, permissions, and system configurations for internal platforms;
   - Liaise with the IT department to ensure digital systems are operational, secure, and updated;
   - Troubleshoot and escalate technical issues to IT when required.

2. Data Management & Reporting
   - Oversee the collection, management, and analysis of visitor, event, and operational data;
   - Generate reports and insights to support strategic decision-making;
   - Implement visitor heatmaps and other data visualization tools;
   - Ensure compliance with GDPR and data protection regulations.

3. Event & Booking System Management
   - Maintain and update event listings, schedules, and registrations on the online portal;
   - Coordinate with the Visitor Experience and Outreach teams to ensure smooth digital event setup.

4. Digital Coordination & IT Liaison
   - Act as the primary point of contact between Esplora and the IT department for system-related matters;
   - Propose and implement system improvements to optimize operations;
   - Provide basic training for staff on digital systems and tools.

5. Process Optimization & Automation
   - Identify inefficiencies in digital workflows and propose automation solutions;
   - Support the integration of new technologies to enhance operational efficiency;
   - Assist in the implementation of new digital tools that align with Esplora's strategic objectives.

6. Compliance & Documentation
   - Maintain accurate records of system usage, access, and procedures;
   - Ensure all online platforms comply with Esplora's policies and data protection laws;
   - Develop and update standard operating procedures (SOPs) for system administration.

To perform other job-related duties as assigned. The list is not exhaustive, and management may change or Add tasks if and when required and according to the exigencies of Xjenza Malta and its subsidiaries.

Eligibility Requirements

1. Bachelor's qualification at MQF Level 6 qualification in Information Technology or, Information Systems or, Data Management or, Maths or, Engineering or, Statistics or, Computer Science or, IT or, AI or, Business Administration or a related field recognised by MFHEA (MQRIC if applicable), together with a minimum of one (1) year relevant work experience in administrative roles involving systems management, data handling, or event coordination.

   Or

   Diploma qualification at MQF Level 5 in Information Technology or, Information Systems or, Data Management or, Maths or, Engineering or, Statistics or, Computer Science or, IT or, AI or, Business Administration or a related field recognised by MFHEA (MQRIC if applicable), together with a minimum of two (2) years relevant work experience in administrative roles involving systems management, data handling, or event coordination.

2. Familiarity with digital platforms, CRM tools, and data reporting systems.
3. Proficiency in Microsoft Office, Google Workspace, and data visualization tools.
4. Experience with Learning Management Systems (LMS) and event booking systems is an advantage.
5. Strong analytical, organisational and communication skills.

With respect to qualifications produced in response to this call for applications which are not from the University of Malta, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The certificate is to be provided the latest one week after closing date of applications, and proof of payment is to be sent by closing date of applications. The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education Authority (www.mfhea.org.mt).

Requisites

By the closing time and date of this call for applications, applicants must be:

a) Citizens of Malta; or
b) Citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers.

Working Conditions

This position is on an indefinite basis with a salary of €32,642 per annum and a yearly increment subject to good working performance.

- Career advancement opportunity
- Opportunity for external training sponsorship
- Free Gym membership
- Parking Facility
- Teambuilding activities

How to Apply

Interested applicants are to email their Europass CV and a copy of their academic certificates to recruitment.xjenzamalta@gov.mt, by not later than **Friday, 27 November 2026.**
Late and/or incomplete applications will not be processed.

By applying for this position, you are agreeing to the data practices for the collection, use and disclosure of your Personal Information in accordance with the XM Privacy Policy http:// xjenzamalta.gov.mt/our-privacy-policy/. You can withdraw your consent at any time by sending us an email through recruitment.xjenzamalta@gov.mt.