ROLE DESCRIPTION: System Analyst (IT)

CORPORATE INFORMATION

1. Position Level   :   Salary Band G
2. Salary Range   : $28,605.45 - $38,140.60 (Step 1 to 4)
3. Duty Station   :   Suva
4. Reporting Responsibilities:

    a) Reports To   :   Principal Administrative Officer- HR/Admin
    b) Liaises with   :   Ministry staff and relevant stakeholders
    c) Subordinates   **:**   Nil

POSITION PURPOSE

The role of this position is to maintain the Ministry's website, maintenance of Computer Hardware and software and develop other systems as and when required for effective and efficient work and service delivery of the Ministry.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Assist in Planning, Design, Development, of new applications and enhancements to existing applications
2. Meet with decision makers, system owners, and end users to define business requirements and systems goals, and identify and resolve business systems issues.
3. Ensure compatibility and interoperability of in-house computing systems.
4. Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.
5. Assist in the deployment of new applications and enhancements to existing applications.
6. Perform cost-benefit and return on investment analyses for proposed systems to aid management in making implementation decisions.
7. Coordinate and perform in-depth tests, including end-user reviews, for modified and new systems. Provide orientation and training to end users for all modified and new systems.
8. Manage the day to day administration of the LAN system (backups, restorations), maintenance of software to ensure services are not disrupted.
9. Manage the Ministry's website and social media platform.
10. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities where required.

KEY PERFORMANCE INDICATORS

1. Review impacted business processes and work with business stakeholders to identify and make business process improvements that result in cost savings, higher quality, increased efficiencies, lower risk, and shorter cycle times.
2. Recommendations are formulated that provide required standard information to government, citizens and Ministry management; and
3. All management briefs and reports are submitted within agreed timeframes to the required standard.

PERSON SPECIFICATION

In addition to Bachelor of Science in Computer Science/Information Systems/ Information Technology, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least three (3 years of proven experience in overseeing the design, development and implementation of software and hardware solutions, systems or products.
2. Proven experience with business and technical requirements analysis, elicitation, modelling, verification and methodology development
3. Hands-on experience with automated software management tools
4. Strong knowledge of system and software quality assurance best practices and methodologies.
5. Experience working in a team –oriented, collaborative environment
6. Understanding of relevant Fijian legislation.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with employees and customers within the required legislative and policy framework;
2. Demonstrated ability to analyze and contribute to solutions to complex problems;
3. Demonstrated ability to motivate and lead a high performing team;
4. Demonstrated ability to maintain confidentiality;
5. Capacity to utilize computer programs to support daily operations; and
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.

Personal Character and Eligibility

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.