



DEPARTMENT OF LEGISLATURE

JOB DESCRIPTION — CORPORATE SERVICES DIVISION



JOB TITLE: MANAGER INFORMATION TECHNOLOGY

CORPORATE INFORMATION

1. Position Level : IT04
2. Salary Range :
3. Duty Station : Office of the Secretary-General
4. Reporting Responsibilities;
 - a) **Reports To:** Director Corporate Services
 - b) **Liases with:** Speaker, Secretary-General, Deputy Secretary-General, Members of parliament, Staff and other stakeholders
 - c) **Subordinates:** Systems Analyst, Assistant Programmers (2), Technicians (2) and Technician Bookbinder

POSITION PURPOSE

The position exists to set strategic priorities, goals and outputs for the development of ICT needs in the Department and the smooth running of our ICT systems within the limits of requirements, specifications, costs and timelines and the effective management of its IT resources and people.

KEY RESPONSIBILITIES/PRINCIPAL ACCOUNTABILITY/KEY RESULT AREAS

1. To Design, develop, implement and coordinate ICT systems, policies and procedures;
2. To provide oversight role on ICT project development and to ensure that they are in compliance with existing policies and guidelines;
3. To plan, organize, control and evaluate IT and electronic data operations and ensure that customer needs are always met;
4. To act in alignment with user needs and system functionality to contribute to organizational policy;
5. Manage information technology and computer systems and ensure security of data, network access and backup systems;
6. Manage IT staff by assisting in the recruitment process, identification of training needs, coaching employees, communicating job expectations and appraising their performance;
7. Identify problematic areas and implement strategic solutions in time; and
8. Audit ICT systems, assess its outcome and ensure that all IT operations are efficient and cost effective.

PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provision of timely, relevant and accurate IT advice to HS, SGP, MPs and all stakeholders;

2. All reporting requirements are submitted within the agreed timeframes, and meet the standard reporting requirement, including analytical trends, analyses of data and any recommendations for improvement;
3. All plans are developed, endorsed and implemented within the agreed timeline and specific requirements;
4. Appropriate solutions developed to support information sharing, storage and retrieval; and
5. Active participation in Corporate meetings and activities.

PERSON SPECIFICATION

Essential Qualification: *A Bachelor's Degree in Information Technology/Computer Science or equivalent from a recognised institution.*

Desirable Knowledge: Excellent knowledge of technical management, information analysis and of computer hardware/software systems and Hands-on experience with computer networks, network administration and network installation; *Reform of Information Technology and Computing Services Act 2013, Industry certifications would be advantageous: MCPD Web/Windows Programming, Microsoft Certified Systems Administrator (MCSA), and ITIL Intermediate Capability.*

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3-5 years of working knowledge and experiences as an IT manager or relevant experience;
2. Good understanding of the Fijian Constitution and all other relevant legislative and policy framework;
3. Working knowledge of public sector administration and financial management policy and procedures;
4. Knowledge of technical management, information analysis and of computer hardware/software systems.

SKILLS AND ABILITIES

1. Demonstrates ability for forward thinking and planning in the areas of ICT, project planning and in the supervising of employees
2. Organisational abilities and the ability to be impartial, confidential and to make firm decisions.
3. Demonstrates behavior that reflects high levels of performance and a strong work ethic; has a focus on results, ethical decisions and balance
4. Demonstrated ability to manage demanding workload and tight deadline;
5. Ability to lead a team with proven leadership skills and abilities and effectively work within a team with people from diverse backgrounds and communicate with people at all levels;
6. Displays an ongoing commitment to learning and self-improvement.
7. Excellent written and verbal communication skills including public relations skills;
8. Service oriented approach and ability to develop, co-ordinate and maintain stakeholder relationships;

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Department of Legislature operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Department of Legislature and cannot be considered for employment.

All applicants for employment in the Department of Legislature must be under the age of 55, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Department of Legislature is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.