



## Job Title: System Analyst

### CORPORATE INFORMATION

1. **Position Level:** Band G
2. **Salary Band:** \$28,605.45 - \$38,140.60
3. **Duty Station:** Corporate Services Division.
4. **Reporting Responsibilities:**
  - a) **Reports to:** Manager Information, Communications and Technology.
  - b) **Liases with:** the Head of Divisions, Deputy Secretary-General. Secretary-General to Parliament, Speaker, Members of Parliament (MPs), Staff and stakeholders.
  - c) **Subordinates:** Broadcasting & Service Desk Technician and Technician (Book Binder).

### POSITION PURPOSE

The incumbent ensuring the highest levels if ICT systems and infrastructure availability that all necessary support services are provided for the Honorable Speaker, Members of Parliament, Secretary General, Parliament Caucus Office, and the Parliamentary Secretariat Staff.

### KEY RESPONSIBILITIES

1. Examine/evaluate current systems and submit proposals for upgrades and changes.
2. Translates business requirements to technical requirements. Formulates and defines systems scope and objective based on user needs and understanding of business process.
3. Properly document systems modifications and develop system manuals and training materials. Investigate, resolve, and escalate problems, develop recommendations for resolutions and identify the need for technical assistance support.
4. Managing and monitoring all installed systems and infrastructure
5. Installing, configuring, testing, and maintaining operating systems, application software and systems management tools.
6. Routinely test hardware and systems in place for glitch detection and software malicious issues.
7. Proactively maintaining the highest level of systems and infrastructure availability.
8. Participate in the design of information and operational support systems.
9. Design and implement security, backup and redundancy strategies to maintain data safety.
10. Undertake any other duties/tasks assigned by the supervisor.

### PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provision of high-quality, professional, and timely provision of technical advice to MPs, Management, staff and other stakeholders in line with agreed timeframes, standards and instructions.
2. Develop resilient and efficient appropriate solutions to support information sharing, storage, and retrieval of information capable of meeting the demands of modern Parliament settings.
3. Ensure the regular monitoring of Parliament network security by conducting routine security audits and implementing appropriate security measures that are executed effectively and within agreed timelines.
4. All other agreed tasks/activities are delivered within agreed timelines and compliant with relevant standards, policies and legislations.

## **PERSON SPECIFICATION**

An Undergraduate Degree in Information Technology, Computer Science, Software Engineering or equivalent from a recognised institution OR more than 3 years' extensive experience in managing information technology and communication services.

Industry certifications would be advantageous: CCNA, CompTIA Storage+, CompTIA Cloud Essentials, CompTIA Convergence Technologies Professional (CTP+), passed two exams towards CCNP, ITIL Intermediate Capability, MCPD Web/Windows Programming, Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Systems Engineer (MCSE), and Information Security Foundation. Good understanding of the 2013 Constitution, Finance Act & Instructions, Procurement Regulations, Information Technology and Computing Services Degree 2013.

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

## **KNOWLEDGE AND EXPERIENCE**

1. More than 3 years' experience in managing networking and broadcasting infrastructure.
2. Has extensive experience working with clients, and other external stakeholders.
3. Working knowledge in the areas of information technology and networking services.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
5. An excellent working knowledge of Microsoft Office Suite, particularly Word, Excel, and PowerPoint.

## **SKILLS AND ABILITIES**

1. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven team leadership skills and abilities.
2. High-level interpersonal communication skills and negotiation skills
3. Strong organizational and time management skills, including flexibility and ability to meet deadlines and work under pressure.

4. Ability to supervise and motivate Unit staff to achieve short-, medium- and long-term goals.
5. Demonstrate ability to manage demanding workloads and tight deadlines.
6. Ability to effectively work within a team from diverse backgrounds, communicate with people at all levels and have proven team leadership skills and abilities.
7. Excellent written and verbal communication skills including public relations skills.
8. Service-oriented approach and ability to develop, coordinate and maintain stakeholder relationships.

## **PERSON CHARACTER AND POLITICAL NEUTRALITY**

The Parliament of the Republic of Fiji 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 Parliament of the Republic of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of the Republic of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of the Republic of Fiji 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.