



Job Title: Technician I

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:** Parliament ICT Engineer.
 - b) **Liases with:** Manager ICT, 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

This position reports to the Parliament ICT Engineer and is responsible for maintaining and supporting a variety of televising/broadcasting systems, multimedia, and conferencing systems for Parliament. The technician also sets up, operates, and maintains equipment that regulates the signal strength, clarity, and range of sounds and colours of television broadcasts, including other recording systems in Parliament. This is a supervisory role, and the incumbent will be responsible for supervising the work of the Technicians.

KEY RESPONSIBILITIES

This role will be responsible for the following functions:

1. Run tests, diagnostics and calibrations on broadcasting and conferencing equipment.
2. Inspect product designs for problems or errors and run tests on products and equipment to ensure that they function properly.
3. Maintain and Inspect inventory, reorder materials and technical components with the submission of reports.
Set up, adjust, and operate audio/visual equipment such as cameras, film, sound, and video equipment for parliament events such as Committee sittings, Parliament sittings, conferences, MPs workshops, Staff Workshops, etc.
Installing and supporting hardware, applications, and peripherals for Parliament.
4. Analyze operations and offer suggestions for improvement in the business continuity of Parliament.
5. Work alongside Parliament ICT Engineer to design, build and test solutions to a variety of technical problems.
6. Attend ICT conferences and participate in other learning and growth opportunities.

7. Undertake any other tasks or duties assigned by the supervisor.

PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provide high-quality, professional, and timely broadcasting services to MPs, management, staff, and other stakeholders in line with agreed timeframes, standards, and instructions.
2. Provide high-quality, professional, and timely ICT support services to MPs, management, staff, and other stakeholders in line with agreed timeframes, standards, and instructions.
3. Ensure the regular monitoring of Parliament ICT resources by conducting routine checks 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, Electronics and Electronics Engineering, Software Engineering or equivalent from a recognised institution OR Diploma in Computer Science/Information Technology, Engineering (Computer/Telecommunication/ Electronics and Electronics), Science and Technology with 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 broadcasting and conferencing infrastructure.
2. Has extensive experience working with clients, and other external stakeholders.
3. Working knowledge in the areas of information technology and broadcasting 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. Strong organisational and time management skills, including flexibility and ability to meet deadlines and work under pressure.
3. Ability to supervise and motivate Unit staff to achieve short-, medium- and long-term goals.
4. Demonstrate ability to manage demanding workloads and tight deadlines.
5. Ability to effectively work within a team from diverse backgrounds, communicate with people at all levels and have proven team leadership skills and abilities.
6. Excellent written and verbal communication skills, including public relations skills and negotiation skills.
7. 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.