

POST DESCRIPTION		
1	Ministry/Department: MOFNP	
2	Job Title: System Analyst (Application)	
3	Level: 7 Band: J	Post Number: 5 Location: Nuku'alofa
4	Job Purpose - from Ministry Corporate Plan Outputs The System Analyst (Application) is responsible to ensure the efficient and effective delivery of the outputs delegated to the Application Section of the ICT Division in the Ministry's Corporate Plan.	
4.1	Ministry Corporate Plan Outputs delegated to the Division	
4.2	08.03.02-01: Better Managed Division, with good working relations, meeting deadlines for the delivery of their outputs to an acceptable standard Technical skills are important for the delivery of many outputs, however, it is not possible for a poorly lead and managed ministry and divisions to deliver the quality of outputs required. This internal outputs covers the sub-outputs (many of them contributions to Ministry administrative documents) required for the effective management and operation of the division contributing to the success of the Ministry.	
4.3	08.01.05-02: More reliable MoFNP ICT Systems The Division is accountable and responsible for the overall development, operation and maintenance of the ICT services; Reliable Infrastructure and application systems, ICT Human Resources, information presentations, ICT policies, procedures and processes.	
4.4	08.01.5-03: Better access for all MDAs and others to MoFNP information and databases and related services provided by MoFNP While MoFNP is the central-Ministry for the budget, corporate planning and financial management, the line Ministry needs to be able to effectively access to Financial Management and Information System and other financial databases that host, maintained, and control by the division. This output covers enable of access, control security and safety of all related database services related to all financial information for all MDAs and Development partners.	
5	Job Outputs	Performance Indicators
5.1.	Planning 1. Planning and Managing of Projects related to the improvement of the ICT Application/Database a. Government IFMS Plans	<ul style="list-style-type: none"> • Complete and Accurate reports • Regular Monitoring of all applications/databases • Assigned task is completed on

	<ul style="list-style-type: none"> b. Government Payroll Plans c. Planning and implementation of strategic solution for MFNP internal application architecture d. ICT Training Manual e. Business Analysis and Application Solution, developing Technical and deliver optimum solutions meeting the Ministry problems f. Ministry of Finance and National Planning Web-Site and Publications g. Maintenance and Upgrade Plans for In-house Application and Database development h. Application system usage, policy, standards and procedures <ol style="list-style-type: none"> 2. Assist in the preparation of Corporate Plan, AMP and various plans for ICT Applications 3. Responsible for drafting of all plans for donor funded projects related to ICT Application under the Division 4. Control Businesses solution by analyze system requirement, establishing specification, coordinating production. 5. Assist with the planning of any other activities related to ICT Application under the Division 	<p>time 95% of the time and it is to a satisfactory</p>
<p>5.2</p>	<p>Organizing</p> <ul style="list-style-type: none"> • To be responsible for the Infrastructure Unit • Review and develop structures and processes in order for projects to be implemented efficiently and effectively • Develop/Review and document efficient ICT Application • Assist Software Usage Policy, Standards and Procedures and related to Applications • Assist Security and Safety of all ICT Applications • Accomplish information systems and organization mission by completing related results as needed. • Act as technical subject matter expert for assigned function areas, including the ability to provide in depth support to internal/external project team members on workday security and use of MFNP ICT services. • Handle and track correspondence between client and implementation team on project status and additional requirements. • Ability to bridge the gap between information technology and business processes and client requirements • Ability to bridge the gap between information technology and business processes and client requirements 	<ul style="list-style-type: none"> • Complete and Accurate reports statements provided to management. • Regular Monitoring of the Infrastructure • Assigned task is completed on time 95% of the time • Policy, Standard, Procedures to be submitted before commencement of Application • Application progress/status report completed and submitted on due date/time

	<ul style="list-style-type: none"> • In-depth analysis, understanding, loading and maintenance Workday system data. • Assist Deputy CEO for ICT in organizing of the division 	
5.3	<p>Leading</p> <ol style="list-style-type: none"> 1. ICT Project Management <ol style="list-style-type: none"> a. Planning and Managing of ICT Projects b. Prepare Project Plan, Proposals, Reports c. Translates MFNP requirements into technical requirements d. Formulates and defines system scope and objective based on user needs and understanding of MFNP processes e. Develops solution by preparing and evaluating alternative workflow solutions. f. Develops, write, and communicates system design and functional system specification. g. May analyze customer’s systems to understand strengths and weaknesses for the identification of opportunities for improvements 2. Participates in frequent meetings to effectively communicate with and motivate team members. 3. Assist in implementing PMS for the Application Section staff, ICT division. 4. Ensure MFNP Operation by Training client personal and providing support. 5. Define application problem by conferring with MFNP clients, and evaluating procedures and processes. 6. Examination existing ICT System and Business Models and provide reference by writing documentation. 7. Being involved in leading, planning, developing and executing stages of a project. 8. Assisting to ensure projects are delivered with the budget and on-time. 	<ul style="list-style-type: none"> • Complete and accurate report provided • To be completed in time as requested by Senior Management • Assigned task is completed to a satisfactory level according to agreed standard • To be completed Application/ICT Application Project planning after 5 days each quarter.
	<p>To carry out any other duties assigned by the Head of ICT, and/or the CEO for Finance and National Planning</p> <ul style="list-style-type: none"> • Report (written or oral) or documentations on duties being assigned 	<ul style="list-style-type: none"> • Complete and accurate performance on such duty • Provided in a timely manner according to any requested timeframe
6	Reports Directly to:	Deputy CEO, ICT
7	Heneli Palu	
7.1	Special Skills:	<ul style="list-style-type: none"> • Strong Analytic Skills • Good Programming Skills • Good Knowledge of Sun Systems, Micro pay, and CS-DRMS • Good Knowledge of LAN

		<ul style="list-style-type: none"> • Good knowledge of Window Servers and Linus Servers • Ability to work on and lead multiple projects in a high pressure environment • Ability to travel and work after hours would be an advantage
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Good Communication skills, good command of both Tongan and English languages (Written and spoken) • Must have good public relations and networking skills • Ability to travel and work after hours would be an advantage
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Loyalty to Government • Highly proactive • Must be committed to duties allocated, efficiently and effectively
7.4	Education & Experience	<p>Post graduate qualification from a recognized tertiary institution with at least a year experience in a similar role; OR</p> <p>Bachelor Degree in relevant field from a recognized tertiary institution plus 3 years of experience in a similar role; OR</p> <p>Bachelor Degree in from a recognized tertiary institution in relevant field with 4 years of relevant work experience.</p>
<p>The salary for the position is at Band J of the salary structure for the Tonga Public Service with a minimum of TOP\$ 26,880 to a maximum TOP\$ 40,320 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.</p>		
<p>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</p>		
8.1	System Analyst (Application)	<p>Name: Vacant</p> <p>Sign:</p> <p>Date :</p>

8.2	A/Deputy CEO	Name: Viliami Tupou Sign: Date :
8.4	Chief Executive Officer	Name: Balwyn Fa'otusia Sign: Date :