

Ministry:	Ministry of Finance
Division:	Information & Communication Technology Division
Location:	SGGB, Nuku'alofa
Job Title:	Deputy CEO
Position Number:	FIN08105111100110001
Reports to:	CEO
Band:	G
Salary:	\$ 38,934 - \$ 58,401
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> • Improved macroeconomic management & stability with deeper financial markets • Closer public/ private partnership for economic growth • More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities • Appropriate decentralization of government administration with better scope for engagement with the public • Improved collaboration with development partners ensuring programs better aligned behind government priorities • More reliable, safe and affordable information and communication technology used in more innovative ways • Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Job Purpose:</p> <p>The Deputy CEO for ICT will lead and oversee the organization's information and communication technology strategy, including the planning, implementation, and maintenance of technology systems and infrastructure. The role will involve managing a team of IT professionals, working with other departments to identify technology needs, and ensuring that the organization's technology resources are aligned with its overall goals and objectives.</p>
Accountabilities / Outcomes	<p>Planning</p> <ol style="list-style-type: none"> 1. Develop and implement the organization's ICT strategy and policies in line with its objectives, ensuring that technology resources are optimized to support business operations and growth 2. Lead and manage a team of IT professionals, ensuring that they are engaged, motivated, and working effectively to deliver high-quality services and support to the organization. 3. Collaborate with other departments to identify technology needs and requirements, and ensure that solutions are developed and implemented to meet these needs. 4. Oversee the planning, implementation, and maintenance of technology systems and infrastructure, ensuring that they are reliable, secure, and aligned with best practices and industry standards.

5. Manage the organization's technology budget, ensuring that resources are allocated effectively and efficiently to meet business needs and objectives.
6. Manage the ICT Projects of the Ministry and liaise with MDAs on related projects to the Ministry's Systems.
7. Monitor and evaluate technology systems and infrastructure, identifying opportunities for improvement and implementing solutions to enhance performance and functionality.
8. Ensure compliance with relevant legislation, regulations, and standards relating to ICT, data protection, and information security.
9. Keep up-to-date with emerging technologies and trends in the ICT industry, and assess their potential value to the organization.

Organizing

- Review and Develop the structure of the ICT Division
- Develop/Review and document efficient internal systems for the ICT Division
- Develop an ICT and usage policy

Leading

- Conduct weekly meeting, ensuring that staff understands their role, their contribution to the division
- Implementing PMS for Staff of ICT Division

Controlling

- Ensure that the division does not exceed forecast expenditure
- Oversee the development to align with the Treasury instruction
- To monitor and ensure the contracts with the Technology suppliers are carried out diligently with the ongoing view
- To channel the support call seeking solutions from the overseas software such as Micro Pay, Sun systems.

Technical

- **Servers**
 - Acquisition of new servers if needed
 - Overlook all maintenance all Finance Servers
 - Installation of Server software or application as required
 - Make sure the server data is backed up and is able to restore in a prompt manner
 - Confirm that a server antivirus software is properly installed and maintained
 - Ensure sufficient measures are taken to limit spam on the email server
 - Make certain the firewall is properly configured and is functioning
- **Workstations;**
 - Acquisition of new workstations as required and make sure they are registered in the assets database
 - Make sure the workstation hardware/software are well maintained, updated and logged.
 - Installation of software and applications required for the user to carry out their functions
 - Make sure that all workstations have a antivirus installed on them and they are up-to-date
- **ICT Equipment Database**
- Develop a database to keep a record of all the ICT equipment's, including purchase date, depreciation, location maintenance etc.

Training

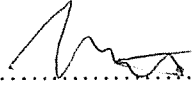
- Conduct a survey on the current status of the user's knowledge of using ICT equipment.
- Train ICT users on how to properly use ICT equipment/programs to assist them in carrying out their core functions in a more efficient manner

	<ul style="list-style-type: none"> • Review Training conducted to users compared to support calls • ICT Policies <ul style="list-style-type: none"> - Develop, uphold and review of the following policies; <ul style="list-style-type: none"> - Computer usage policy - ICT 3-year plan • Database/system <ul style="list-style-type: none"> - Disability Payroll, e-Procurement, VMS, HR, Inward and Outward - Responsible for coordinating and implementing of the development/Enhance of the Databases and systems as required - Responsible for ensuring that data is correct and up-to-date • HRMS <ul style="list-style-type: none"> - Responsible for coordinating & implementation of IFMIS project including monitoring progress and implementing activities - Network
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Proven experience in ICT leadership roles, with a track record of developing and implementing successful ICT strategies and managing large-scale projects. • Strong technical knowledge of ICT systems and infrastructure, including hardware, software, networks, and security. • Excellent leadership, management, and communication skills, with the ability to motivate and engage teams and stakeholders at all levels. • Strong analytical and problem-solving skills, with the ability to assess complex situations and develop effective solutions. • Ability to manage budgets, allocate resources effectively, and deliver projects on time and within budget. • Knowledge of relevant legislation, regulations, and standards relating to ICT, data protection, and information security. • Ability to keep up-to-date with emerging technologies and trends in the ICT industry, and assess their potential value to the organization <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ⚡ BHD with at least one-year Relevant working experience ⚡ Master's Degree with at least 3 years' experience in a similar role OR at least 5 years' relevant working experience ⚡ Post Graduate Diploma with at least 4 years' experience in a similar role or 6 years' relevant working experience ⚡ Bachelors' degree with at least 7 years' experience in a similar role or 10 years' relevant working experience <p><u>Qualification acceptable for this role must be in Information Technology, Computer Science, or Computer Networking from a recognised educational institution.</u></p> <p>Desirable:</p>

Authorised by (sign and date)

Acting CEO for Finance

Name: Ms Pisila 'Otunuku

Signature & Date:  21



**Deputy CEO for ICT
Division, MoFin**

Name: Vacant

Signature & Date: