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:	$ 37,800 - $ 56,700
Job Purpose	**Ministry Profile Statement:** • 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 **Job Purpose:** The deputy CEO is accountable for the overall development, operation and maintenance of the ICT human resources, application systems and information presentations, technology, ICT policies and Procedures such as: 1. Information Services Strategic Plan 2. Compute Policies and Manuals 3. Disaster Recovery and Business Continuity Plan 4. Backup and Restore Procedures 5. Security System Policy 6. Reporting

Accountabilities / Outcomes	**Planning**
	1. Develop relevant plans for the ICT Section (Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and forecast)
	2. Development of the following policies
	  ➢ Information Sections Strategic Plan
	  ➢ Compute Policies and Manuals
	  ➢ Disaster Recovery and Business Continuity Plan
	  ➢ Backup and Restore Procedures
	  ➢ Security System Policy
	3. Liase with Corporate Services in acquiring funding for ICT projects
	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 an 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 in properly configures 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
- Review Training conducted to users compared to support calls
- **ICT Policies**
  - Develop, uphold and review of the following policies;
    - Computer usage policy
    - ICT 3-year plan
- **Database/system**
  - SunSystem & Sage MicroPay System
  - CSDRMS System
  - E-Procurement System
  - Disability/Daily Paid-Payroll System
  - Internet Banking & Electronic File Transfer System
  - 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

	• **IFMIS** - Responsible for identify gaps in the functionality of GoT's current FMIS and payroll systems and to provide a clear set of recommendations on how GoT can address these gaps. The recommendations must be appropriate and affordable relative to the size of GoT's budget and its public sector
Person Specification	
Skills and Abilities	**Mandatory:** • Good analytical skills • Must have good public relation and networking skills • Ability to travel and work after hours would be an advantage • Good communication skills, Good command of both English & Tongan languages • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Loyal to government • Highly proactive • Must be committed to duties allocated, efficiently and effectively **Desirable:**
Qualifications and Experience	**Mandatory:** ➕ 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 Qualification acceptable for this role must be in Information Technology, Computer Science, or Computer Networking from a recognised educational institution. **Desirable:**
Authorised by (sign and date)	
CEO for Finance	Name: Ms. Kilisitina Tuaimei'api Signature & Date: ………………………………………………….
Employee	Name: Vacant Signature & Date: ………………………………………………….