

Ministry:	Ministry of Finance
Division:	Division
Location:	SGGB, Nuku'alofa
Job Title:	System Administrator
Position Number:	FIN08105111100110004
Reports to:	Deputy CEO- ICT
Band:	L
Salary:	\$21,078-31,612
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>To be responsible for:</p> <ol style="list-style-type: none"> i. The Computer Programmer will be responsible for the following: <ul style="list-style-type: none"> • Develop and maintain in-house Program/database/software solution • Develop and maintain in-house tools for automation and others • Develop, maintain and update websites • Develop in-house Training for Program/database/software solution • Develop in-house solution/Training for MS Office applications ii. Assist Government Payroll System iii. Assist CSDRMS

	<ul style="list-style-type: none"> iv. Assist Sun System v. Publication vi. vi. Any other Duties assigned by the D/CEO of IT
<p>Accountabilities / Outcomes</p>	<ol style="list-style-type: none"> 1. Designing, Developing, implementing and maintenance of in-house Program/database/ software solutions 2. Assist in Government Integrated Financial Management Information Systems 3. Designing, Developing, implementing and maintenance of in-house tools for automation and others 4. Assist in Government Payroll System 5. Designing, Developing, implementing, maintenance and updating Websites 6. Designing and developing in-house solution/Training for MS Office application 7. To carry out any other duties assigned by the Deputy CEO ICT
<p>Person Specification</p>	
<p>Skills and Abilities</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Strong Analytic Skills • Good Programming Skills • Good Knowledge of Sun Systems, Meridian, and CS-DRMS • Good Knowledge of LAN • 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 • 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 • 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

Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ✚ Bachelor Degree with no working experience ✚ Diploma certificate with at least 2 years' experience in a similar role or at least 3 years' <u>relevant</u> working experience <p>Qualification acceptable for this role must be in <u>Information & Communication Technology, Computer Science, Computer Networking, or Network Engineer & Administrator</u> from a <u>recognised educational institution</u></p> <p>Desirable:</p> <ul style="list-style-type: none"> ➤ BSc/BA in computer science, computer engineering or relevant field ➤ CCENT/CCNA qualifications are strongly preferred
Authorised by (sign and date)	
A/Deputy CEO / HOD-	Name: Mr. Heneli Palu Signature & Date:
CEO of Finance	Name: Mrs. Kilisitina Tuamei'api Signature & Date:
Employee	Name: Vacant Signature & Date: