Form OD2.7

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	**SYS. POSN. NO:** 0260000267	**REF. NO:** NSO 106	
OFFICE: NATIONAL STATISTICAL OFFICE	**DESIGNATION/CLASSIFICATION:** SYSTEM ANALYST - CSD, INFORMATION, COMMUNICATION & TECHNOLOGY	GRADE 12	
DIVISION: CORPORATE SEVICES	**LOCAL DESIGNATION:** MANAGER ICT		
BRANCH: **ICT**	**REPORTING TO:** SENIOR SYSTEMS ANALYST	**SYS. POS. NO:** 0260000264	**REF. NO:** NSO 103
SECTION:	**LOCATION:** PORT MORESBY		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	*(Structure approved date)*	*(Record of how position has changed)*

2. PURPOSE

To assist, contribute, develop and maintain computer applications for the National Statistical Office and all Statistical Programs, Censuses and Surveys implemented by NSO.

The person will be responsible for the technical and administrative services of the ICT Branch. The position holder will be assessing NSO's ICT system's requirements, formulate, develop, test and implement solutions for NSO at the Headquarters and also the regional and provincial offices.

3. DIMENSIONS

The position is responsible for the implementation of work programs such as development, implementation and administration of ICT's application and systems, maintenance of various hi-tech equipment and solutions and also apply best performance and quality in providing ICT services to the NSO.

The position is responsible to manage the appropriate funding of ……~~and total of nine (9) staff~~ as determined in the comparison table whilst equipment/facilities will be determined after the office is fully established.

4. PRINCIPLE ACCOUNTABILITIES

- Realization of effective and efficient Information Communication & Technology in the organization
- Appropriate strategies, work programs and budget for the ICT branch are developed and implemented;
- Sound and timely advice to the Deputy National Statistician, Corporate Services on ICT matters;
- Ensure the participation of the ICT Branch in the preparation and the implementation phase of all Statistical programs censuses and surveys.

5. MAJOR DUTIES

1. Assist in preparing technical plans, documentation and programs for the development and implementation of office policies and procedures regarding ICT matters;
2. Provides technical support in Headquarters and field offices on ICT matters;
3. Provide technical solutions and advise to assist office automation of daily tasks
4. Analyze, design and implement systems with latest technologies.
5. Identify business solutions that are applicable and implement.
6. Performs other functions as may be assigned from time to time.

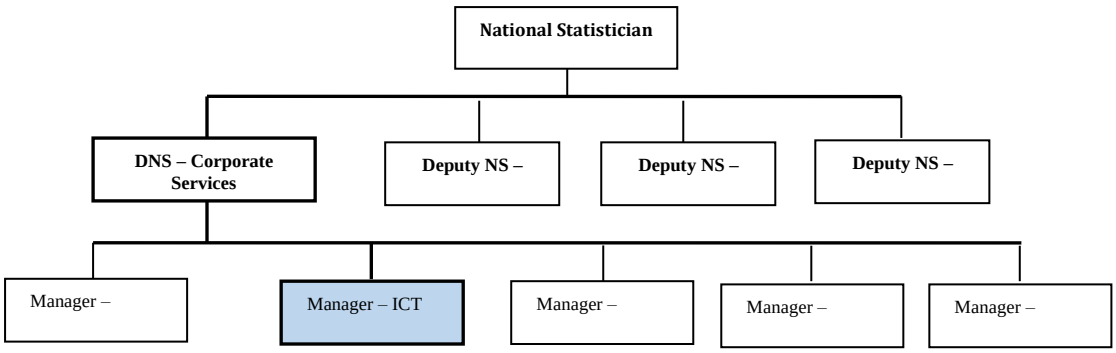
6. NATURE AND SCOPE

The position is essentially the subordinate level of the Organization and reports directly to the Senior System Analyst, however may report to the Manager ICT (Infrastructure) when requested. The position has no subordinate.

The position focus on the administration and maintenance of the ICT multi-systems, networking and communication infrastructure within Headquarters and also provincial sites that will include the rollout of ICT infrastructure. It requires the diligent implementation of projects and activities identified in the branch's Annual Work Schedule in order that the identified ICT goals and objectives are met in an effective and efficient manner.

The job also requires team player approach to ICT projects undertaken on site with the standard ICT policy and practice.

The scope of the job is limited to NSO and regional and provincial offices



6.1 WORKING AND WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Senior System Analyst
- Reports to the Manager ICT (Infrastructure) on ICT matters when required.

(b) External

- Internet service providers
- Development partners
- Establish good working relationship with other state agencies regarding ICT Infrastructure development.

6.2 WORK ENVIRONMENT

The position is public servant appointment done through normal public service recruitment process. The position is located in Waigani, but requires some visits to the regional and provincial offices on routing and schedule maintenance on ICT infrastructure.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position will establish rules, regulations, processes and procedures in dealing with ICT matters, specifically the ICT systems in the daily running affairs of the agency and to decide on and recommend to the Senior System Analyst and the Manager ICT (Infrastructure) the best ICT practices for data collection, storage and dissemination process in electronic data administration.

Rules and procedure

- Enshrine in the Public Services (Management) Act
- General Orders
- Public Services Code of Ethics
- Statistical Services Act

Decision

Division/Sectional Management

8. CHALLENGES

- The effective and efficient implementation of ICT work programs and Implementation Schedules which have not been fully digested in the organization;
- Meeting and liaising with the NSO management on ICT development to promote statistics.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Degree preferably in Computer Science or such other educational qualifications acceptable.
- ICT Administrative ability of a high order.

(b) Knowledge

- Statistical Services Act. 1980.
- Knowledge of computer Application and Software
- Knowledge of Statistical Software and programs
- Design patterns and object-oriented programming
- System architect and development
- API development and backend services
- Microservices and containerization

(c) Skills

Ability to demonstrate the following skills at a proficient level;

- Written and Oral (presentation) Communications
- Report Writing
- Analytical and Research
- Programming
- Planning and development of projects
- Management of people
- Public Relations
- Inter-personal
- Active/Reflective skills
- Able to develop strategies or plans and be able to implement and monitor it
- Be able to work in a team to initiate, plan and organize own work to meet deadlines
- Application of public service systems and processes

(d) Work Experience:

A minimum five (5) years working in the area of Computing.