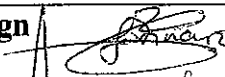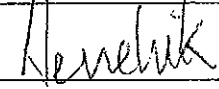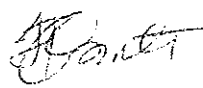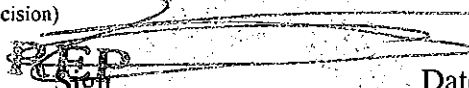# Public Service Commission
# Job Description Form

Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need helping completing this form.

| | | |
|---|---|---|
| 1 | **Job title** | **PEO Programmer Analyst** |
| 2 | **Post number** Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post. | 3110 |
| 3 | **Level** Suggested by Ministry and determined by PSC | **Suggested by the Director General....F Ps 5.6** |
| 4 | **Ministry** | **Education** |
| 5 | **Department** | Policy & Planning |
| 6 | **Location** Where the position is located | MOE (Port Vila) |
| 7 | **Purpose** "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts. | The Programmer/Analyst role is to design, implement and support all Application Systems of the MOE. |

| 8 | **Key Result Areas** (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible. | 8 | **Key Performance Indicators** (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs. |
|---|---|---|---|
| 8.1 | Maintain systems availability | 8.1 | Systems available to MOE users 90% of working hours |
| 8.2 | Reporting | 8.2 | Once a month (12 reports a Year) |
| 8.3 | Disaster recovery | 8.3 | Run Disaster Recovery twice yearly |
| 8.4 | Documentation | 8.4 | Detailed Documentation and help sheets for all application systems including database management systems of MOE |

| 9 | **Duties and responsibilities** Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain. |
|---|---|
| 9.1 | Provide monthly reports on systems availability for MOE users and updates on IT related Service level agreements with contractors to MOE |
| 9.2 | Perform configurations, installations and maintenance of Database Management Systems and other networking equipment, including and not limited to Servers, Desktop systems and other computer related peripherals. |
| 9.3 | Perform onsite analysis and diagnostics and resolve Application faults, recommend, implement hardware and software solutions. |
| 9.4 | Support the development and implementation of database and application systems. Conduct research on business application products and services in support of systems procurement and development efforts, evaluate, and provide recommendations on procurement. |
| 9.5 | Liaise with Desktop support staff on application issues pertaining to their area of responsibility, Providing training Desktop support staff on application issues. |
| 9.6 | Aid in development of Business continuity plan Disaster recovery plan for MOE, Test and Test and implement Disaster recovery Plan |
| 9.7 | Perform systems backup and recovery according to ICT unit's backup documentation. |
| 9.8 | Design and suggest innovative changes in application systems and perform various tasks associated with application programming. |
| 9.9 | Develop efficiency in the design and maintenance of database resources besides managing various tasks related to database management. |
| 9.10 | Design, develop and implement MOE websites, including Database web front. |
| 9.11 | Perform full range of works related to application analysis, design, and programming functions. |

| | | | |
|---|---|---|---|
| **9.12** | Work towards understanding and modifying operating interrelationships between business applications and operating systems. | | |
| **9.13** | Develop reports for suggesting designs for meeting network system requirements and selecting alternative measures to develop better security technologies. | | |
| **9.14** | Develop, understand, improve operational and installation procedures for a wide range of requirements like<br>communication systems, hardware, network, security and software storage | | |
| **10** | **Reports directly to** Title of Post and Level only | **11** | **Directly supervises** Title of Posts and level if any |
| | IT Manager | | none |
| **12** | **Frequent Internal Personal Contacts with...**("Internal" means within the Ministry) | **13** | **Occasional Internal Personal Contacts with...** |
| | Desktop support staff, MOE users | | Directors |
| **14** | **Frequent External Personal Contacts with...** ("External" means other Ministries and the community) | **15** | **Occasional External Personal Contacts with...** |
| | ISSU staff | | Suppliers of ICT equipment to MOE |
| **16** | **Impact of Decisions** (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated. | | Essential to continual running of MOE Applications and Database Management Systems |
| **17** | **Special Conditions** e.g. if unusual work hours, equipment or travel is required. | | Travel to outer islands. Lifting and transporting of heavy to moderately heavy objects such as computer peripherals. Inspect and install cables in floors and ceilings. |
| **18** | **Reason for Seeking Approval** (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities) | | New Positions |
| **19** | **CRITERIAS TO BE SELECTED FOR THIS POST** (Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.) | | |
| **19.1** | **Qualification** the required qualification for the job e.g certificate, diploma, degree... | | Degree in computer science (programming and database development) or associated field and or three years equivalent work experience. |
| **19.2** | **Special Business Education** refers to the field of study that would be preferable | | Working knowledge of programming, database development and web development. |
| **19.3** | **Experience** e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc | | Three years experience in similar role |
| **19.4** | **Special Skills** e.g. vehicle license, driving record, computer word/ excel etc | | Experience in design, develop and maintenance of application systems like database management systems, Good background in programming , and ability to conduct research into application issues and products as required |
| **19.5** | **Thinking style** e.g an analytical thinker, a practical thinker, creative thinker..... | | Analytical, Practical thinking styles |
| **19.6** | **Leadership Competencies.** | | |

| 19.7 | **Communication/ Interpersonal Skills** list the skills required of this position | Strong written and Oral skills, with good interpersonal skills. |
|---|---|---|
| 19.8 | **Behavioural Competencies** refers to the personal attributes or characteristics needed for the position. | Be of Good Character. |
| 19.9 | **Language** "English, French, and Bislama" is usual. | Fluent in written and spoken English or French and Bislama. |
| **20** | **ENDORSEMENT WITH NAME, SIGNATURE AND DATE** | |
| 20.1 | **Prepared in the Ministry by ...** | **Name** John J. Garoleo **Sign** _[signature]_ <br> **Date** 02/ 06 /2014 |
| 20.2 | **Certified by or for the DG** that the Post fits with any Corporate Plan, and is required. | **Name** Jesse Dick Joe **Sign** _[signature]_ <br> **Date** 02/ 06 /2014 |
| 20.3 | **Checked by OPSC** for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process). | **Sign** _L. Raynte_ **Name** _[signature]_ <br><br> **Date** 24/ 6 /2014 |
| 20.4 | **DECISION OF PUBLIC SERVICE COMMISSION** <br><br> **Decision:** Approved or Deferred or Amended _____ **Date of Decision:** ........................ <br> (Circle the appropriate Decision) <br> LAURENT _[signature]_ <br> **Name** SECRETARY **Sign** _[signature]_ **Date** 27/06 /2014 <br> OPSC | |