
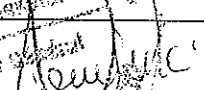
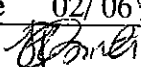
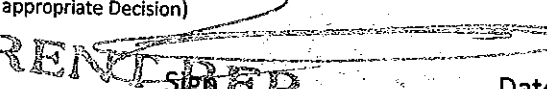


Public Service Commission Job Description Form

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	Programmer/IT Analyst	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3227	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General... G So 5.0	
4	Ministry	Education	
5	Department	Administration & Finance	
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.	<p>To design, develop, implement and maintain software applications, database applications and web applications. Develop procedural manuals, tips, technical documentations for a wide range of requirements like communication systems, hardware, network, security and software storage and deliver training base on those developed documents.</p> <p>Work towards understanding and modifying operating interrelationships between business applications and operating systems as well as develop business cases for suggesting designs for meeting software system requirements and selecting alternative measures to develop better security technologies.</p>	
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Maintain systems availability	9.1	Systems available to MOE users 90% of working hours
8.2	Documentation and Service Level Agreement	9.2	Detailed Documentation and help sheets for all application systems including database management systems of MOE
8.3	Disaster recovery Plan	9.3	Completed 80% of Disaster Recovery Plan and run Disaster Recovery once yearly for in-house developed applications
8.4	Constant reporting	9.4	Once a month (12 reports a Year)
8.6	Training	9.6	Systems operation knowledge to the MoE users is 90%.
10	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.		
10.1	Design and implement 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.		
10.2	Design, develop and maintain the MoE website and other web applications.		

10.3	Develop user manuals, technical documentation and Disaster Recovery Plan for all the systems Created.	
10.4	Perform configurations, installations and maintenance of Database Management Systems and other application equipment, including and not limited to Servers, Desktop systems and other computer related peripherals.	
10.5	Monitor and maintain application servers running developed applications.	
10.6	Perform onsite analysis and diagnostics and resolve Application faults, recommend, implement hardware and software solutions.	
10.7	Carry out training to MoE staffs on how to use new developed database and other applications.	
10.8	Provide monthly reports on systems availability for MOE users and updates	
10.9	Aid in development of Business continuity plan Disaster recovery plan for MOE, Test and Test and implement Disaster recovery Plan	
10.10	Provide support and maintenance to Torba Provincial office annually.	
10.11	Liaise with Application Support staffs on application issues pertaining to their area of responsibility, Providing training Application support staff on application issues.	
10.12	Assist the Help Desk Officer on issues corresponding to software applications.	
10.13	Liaise with the Network Support Officer on writing Program scripts for network purposes.	
10.14	Deliver monthly reports to the IT Manager.	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	IT Manager	none
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Application Support staff, Help Desk Office and MOE users	Directors and Director General
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	OGCIO staff	Suppliers of ICT equipment to MOE
17	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 Software Applications, Database Management Systems and Web Applications.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	<ul style="list-style-type: none"> ▪ 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. ▪ Out of hours work ▪ Safety Equipment
19	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)	Revision of Existing Job Description
20	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.)	
20.1	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.
20.2	Special Business Education refers to the field of study that would be preferable	Working knowledge of programming, database development and web development.
20.3	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 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.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Computer skills, Planning and report writing skills
20.5	Thinking style e.g. an analytical thinker, a practical thinker, creative thinker.....	Analytical, Practical thinking styles
20.6	Leadership Competencies.	Have some leadership instinct
20.7	Communication/ Interpersonal Skills list the skills required of this position	Strong written and Oral skills, with good interpersonal skills.
20.8	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Be of Good Character.
20.9	Language "English, French, and Bislama" is usual.	Fluent in written and spoken English or French and Bislama.
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garleo Sign  Date 02/06/2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign  Date 02/06/2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign  Name L. ... Date 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)	
	Name <u>LAURENT DEP</u> Sign  SECRETARY Date 27/6/2014 OPSC	