

POST DESCRIPTION		
1	<b>Ministry/Department:</b> Ministry of Finance & National Planning	
2	<b>Job Title:</b> Chief System Analyst, ICT Division	
3	<b>Band :H</b>	<b>Post Number: 2</b> <b>Location: SGGB</b>
4	<p><b>Job Purpose:</b> To be responsible for:</p> <ol style="list-style-type: none"> <li>1. Development and coordination of the overall ICT Infrastructure and ICT Development verification and the subsequent analysis of implementation;</li> <li>2. Review and assessment of ICT Infrastructure and Development requests to ensure with priorities and within budget.</li> <li>3. Providing leadership and support for effective consultative and building process on ICT process, policy and procedure within ICT objectives;</li> <li>4. Coordination of the preparation of the ICT Strategy and ICT Guidelines;</li> <li>5. Responsible for the ICT Operations and Support management;</li> <li>6. Coordinating the process of IFMIS reforms and development;</li> <li>7. Any other duties assigned by the Head of ICT or the Chief Executive Officer for Ministry of Finance and National Planning.</li> </ol>	
5	<b>Job Outputs</b>	<b>Performance Indicators</b>
5.1.	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Draft Individual work plan aligning with Financial Policy, AMP and CP</li> <li>2. Consolidate unit work plan to deliver unit output</li> <li>3. Propose staff capacity development plan</li> <li>4. Propose staff training needs/plans</li> <li>5. Manage Staff leave</li> </ol>	<ul style="list-style-type: none"> <li>• Annual Management Plan, aligned to MOFNP CP, Endorsed and approved by HoD in July</li> <li>• Individual work plan approved by HoD on a weekly basis</li> <li>• Ensure unit staff are recommended for all training opportunities</li> <li>• Update unit Staff leave on weekly basis</li> </ul>

5.2	<p><b>Organizing</b></p> <ol style="list-style-type: none"> <li>1. Maintain and improves ICT business Developments support services and ensures that service level</li> <li>2. To be responsible for the efficiency of services provided by Infrastructure and Development team,</li> <li>3. Review and develop structures and processes in order for projects to be implemented efficiently and effectively</li> <li>4. Recommended Software Usage Policy, Standards and Procedures and related to Applications</li> <li>5. Review the Security and Safety of all ICT services</li> <li>6. Provide assistance within Ministry and external related ICT services.</li> <li>7. Assist Chief CEO and Deputy CEO for ICT in organizing of the division</li> </ol>	<ul style="list-style-type: none"> <li>• Complete and Accurate reports statements provided to management.</li> <li>• Regular Monitoring of the Infrastructure</li> <li>• Assigned task is completed on time 95% of the time</li> <li>• Policy, Standard, Procedures to be submitted before commencement of Application</li> <li>• Application progress/status report completed and</li> </ul>
		submitted on due date/time
5.3	<p><b>Leading</b></p> <ol style="list-style-type: none"> <li>1. Responsible for ICT Project Management and ICT business development and reforms.</li> <li>2. Participates in frequent meetings to effectively communicate with and motivate team members.</li> <li>3. Assist in implementing PMS for the Development Section staff, ICT division.</li> <li>4. Ensure MFNP Operation by Training the trainer</li> <li>5. Define ICT problem by conferring with both ICT Infrastructure and Developments in policy, procedures and processes.</li> <li>6. Examination existing ICT System and Business Models and provide reference by writing documentation.</li> <li>7. Being involved in managing all project stages in ICT.</li> <li>8. Responsible on ensure projects are delivered with the budget and on-time.</li> <li>9. Seek approval with recommendations from D/CEO of ICT.</li> </ol>	<ul style="list-style-type: none"> <li>• Complete and accurate report provided</li> <li>• To be completed in time as requested by Senior Management</li> <li>• Assigned task is completed to a satisfactory level according to agreed standard</li> <li>• To be completed Application/ICT Development Project planning after 5 days each quarter.</li> </ul>
5.4	<p><b>To carry out any other duties assigned by the Head of ICT, and/or the CEO for Finance and National Planning</b></p> <p>□ Report (written or oral) or documentations on duties being assigned</p>	<ul style="list-style-type: none"> <li>• Complete and accurate performance on such duty</li> <li>• Provided in a timely manner according to any requested timeframe</li> </ul>
6	<b>Reports Directly to:</b>	<b>Deputy CEO, ICT</b>
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	

7.1	<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>• Strong Analytical Skills</li> <li>• Good Programming Skills</li> <li>• Good Knowledge of SunSystems, Meridian, and CS-DRMS</li> <li>• Good Knowledge of LAN</li> <li>• Good knowledge of Window Servers and Linus Servers</li> <li>• Ability to work on and lead multiple projects in a high pressure environment</li> <li>• Ability to travel and work after hours would be an advantage</li> </ul>
7.2	<b>Communication and Language Skills:</b>	<ul style="list-style-type: none"> <li>• Good Communication skills, good command of both Tongan and English languages (Written and spoken)</li> <li>• Must have good public relations and networking skills</li> <li>• Ability to travel and work after</li> </ul>

		hours would be an advantage
7.3	<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Good work attitude</li> <li>• Highly motivated</li> <li>• Well organized and hardworking</li> <li>• Honesty and integrity</li> <li>• Loyalty to Government</li> <li>• Highly proactive</li> <li>• Must be committed to duties allocated, efficiently and effectively</li> </ul>
7.4	<b>Education &amp; Experience</b>	<p>Must have a Bachelor Degree in Engineering or related field of study from a recognized tertiary institution with at least 6 years of work experience in IT related areas, 4 years working in a senior management position;</p> <p><b>OR</b></p> <p>A Masters' Degree in the abovementioned fields from a recognized tertiary institution with at least 4 years of work experience in IT related areas, 3 years working in a senior management position.</p>

8	The salary for the position is at Band H of the salary structure for the Tonga Public Service with a minimum of TOP\$ 33,600 to a maximum TOP\$ 50,400 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.
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**POSITION COMPETENCIES**

9	Core Behavioral Competencies	Key Performance Standards
9.1	Change and Innovation	<ul style="list-style-type: none"> <li>➤ Stays informed and actively contributes to change initiatives</li> <li>➤ Looks for ways to demonstrate innovation and initiative in work area</li> <li>➤ Anticipates emerging issues and looks for ways to improve work practices.</li> <li>➤ Takes a big-picture view of change and models a positive, constructive approach to managing it</li> </ul> <p><b>Focuses on benefits and ways of overcoming obstacles.</b></p>
9.2	Interpersonal Skills	<ul style="list-style-type: none"> <li>➤ Actively shares information with appropriate people and checks for understanding where necessary</li> <li>➤ Presents clear, courteous and concise oral and written communications</li> <li>➤ Engages positively and persuasively with program stakeholders as appropriate.</li> <li>➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.</li> </ul>
9.3	Integrity / Accountability	<ul style="list-style-type: none"> <li>➤ Seeks to achieve results which are in the best interest of the organization</li> <li>➤ Uses honesty and appropriate disclosure with customers, employees, and management</li> <li>➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li>➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> </ul>
9.4	Results Orientation	<ul style="list-style-type: none"> <li>➤ Delivers high quality results on time</li> <li>➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action.</li> <li>➤ Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>
9.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> <li>➤ Demonstrate ability to get along with others/is respectful of coworkers and promotes teamwork.</li> <li>➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li>➤ Is open with other team members about his/her concerns</li> <li>➤ Actively shares information with appropriate people and checks for understanding where required.</li> </ul>

9.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</li> <li>➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends.</li> <li>➤ Treats all clients with respect and cultural awareness</li> </ul>
9.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> <li>➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</li> <li>➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</li> </ul>
9.8	Building individual capacity	<ul style="list-style-type: none"> <li>➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth</li> </ul>
9.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> <li>➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions.</li> <li>➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective</li> <li>➤ Embraces and adapts to changing work environment</li> </ul>
9.10	Judgment	<ul style="list-style-type: none"> <li>➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary</li> <li>➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.</li> </ul>
9.11	Promotion of equity and equality	<ul style="list-style-type: none"> <li>➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences</li> <li>➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures</li> </ul>
10	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
10.1	Chief System Analyst	<b>Name:</b> (Vacant)  <b>Sign:</b> .....  <b>Date :</b> .....
10.2	Deputy CEO – ICT Division	<b>Name:</b> Tu'amelie Paea  <b>Sign:</b> .....  <b>Date :</b> .....

10.4	Chief Executive Officer for Finance & National Planning	<b>Name:</b> Balwyn Fa'otusia <b>Sign:</b> ..... <b>Date :</b> .....
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