

Ministry:	Ministry of Finance
Division:	Information & Communication Technology
Location:	SGGB, Nuku'alofa
Job Title:	Computer Operator Grade III
Position Number:	
Reports to:	Acting DCEO, ICT
Band:	M
Salary:	15,120- 22,680
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> <ul style="list-style-type: none"> • Manage Installation and setup desktops, laptops and peripheral devices • Manage and update Inventory of ICT equipment • Perform general helpdesk and support (1st and 2nd tier support) for the following areas. <ul style="list-style-type: none"> a. Local Network b. Wide Area Network (Line Ministries connecting to finance management) c. Internet connectivity <ul style="list-style-type: none"> d. Desktop, Laptops e. Copiers, Printers f. Microsoft Office Applications g. Sun System (Payroll system) h. In-house Developments i. Phone system j. Air condition k. Camera l. Presentation • Monitor internet usage • Monitor printer and copier toner • Assist in producing and designing Ministry Publications (Business cards, greeting cards, invitation cards). • Assist in Printing Government Budget and Cooperate Plan.
Accountabilities / Outcomes	<p>Manage installation, setup desktops, laptops and peripheral devices</p> <p>Label and Update assets</p> <p>Manage and update inventory of ICT equipment</p>

	<p>Manage stock level for toner</p> <p>General Helpdesk & Support</p> <ul style="list-style-type: none"> • ICT customer services to staff and other key stakeholders • ICT support when directed by Helpdesk coordinator <p>Assist in producing & designing</p> <ul style="list-style-type: none"> • Publications • Business Cards • Greeting Cards • Invitation cards <p>Assist in Printing</p> <ul style="list-style-type: none"> • Government Budget Statement • Government Budget Estimates • Ministry Corporate Plan <p>Performs related work as required by A/Deputy CEO, ICT Division or CEO for Finance.</p>
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Person Specification

Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good Analytical skills. • Good Programming Skills • Good communication skills. Good command of both Tongan and English languages (written and spoken). • Must have good public relation and networking skills. • 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). • 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.
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Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ✚ Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience ✚ Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience <p>Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</p>
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Authorised by (sign and date)

A/Deputy CEO / HOD-ICT	Name: Mr Heneli Palu Signature & Date:
CEO for Finance	Name: Mrs Kilisitina Tuamei'api Signature & Date:
Employee	Name: Vacant Signature & Date: