



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: IT 001
DIVISION: Corporate & Support Service	DESIGNATION/CLASSIFICATION: Director - Information Technology, NP13
BRANCH: Information Technology	LOCAL DESIGNATION: Director - Information Technology
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Executive Director - CSS
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Abolished / Created
ORG: 2 - 18	24/09/18	Abolished / Created

[Handwritten signature]
28/03/15

2. PURPOSE

Execute leadership by organising, planning, controlling and allocating resources to all activities relating to Information Technology in Parliamentary Services.

3. DIMENSIONS

Budget: NA

Staff: 11 staff

Others: NA

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Effective leadership to achieve the objectives of the branch and competently manage the staff and its resources
- Effective consultation with branch and divisions about their information management and communication needs and responding to those needs in a timely manner.
- Efficient strategic advice on information management, communications and IT infrastructure solutions to the operational needs of the department.
- Providing effective leadership, direct, manage and control the operations of the branch and its resources
- Provide effective coordination and control of all activities, including that of the senior IT officers with the branch.
- Direct and oversee the development and implementation of system backup maintenance, disaster recovery and response.
- Establish standards in relation to procurement and use of IT equipment and systems and overseeing monitoring of those standards.
- Prepare Annual Work Plan for the Branch and ensure all work plans are implemented and submit Annual Work Plan brief to Corporate Planning and Management unit.
- Prepare Annual Budget for the Branch and provide timely advice and reports to Executive Director and top management.

5. NATURE AND SCOPE

5.1 Reporting Relationship

This is one of the 10 positions that report to the Executive Director Corporate and Support Service

Executive Director Corporate
and support services(NPEx1)

Director Information
Technology(NP13)

9 other Directors

Handwritten signature and date: 28/03/19

5.2 Internal

- Liaise with the Executive Director Corporate & Support Service and other Directors and elected Members of Parliament and their staff, and the Parliamentary Services staff members on all IT related matters.

5.3 External

- Maintain a close working relationship with relevant Government departments, statutory bodies and other IT organizations

5.5 Work Environment

- The position is Technical and Administrative in nature and is located in Parliament House, Waigani, however, when required, official visits to government agencies within and outside of National Capital District to undertake clientele services is inevitable.

5.6 CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures

- Parliamentary Service Act, 1997, Public Service (Management) Act 2014, Public Service General Orders 2014, Public Finance (Management) Act 2016, Medium Term Development Plans (MTDP); 2015 – 2017 and other related Acts
- National IT Policy and framework

Decision

- Change procedures and processes of the performance of the branch;
- Make decisions to ensure the prompt resolution of contentious issues.

Recommendations

- Improvement to reporting activities and programs of the branches within the Department.
- Any recommendations made by the position will be in line with relevant legislations and Standard Practices and National Government major policy initiatives;

5.6 CHALLENGES

Effective implementation of corporate communication on new initiatives and special programs within the Parliamentary Services

6. QUALIFICATIONS, EXPERIENCES AND SKILLS

6.1 Qualifications

- Bachelor's Degree in Information Technology or Computer Science

6.2 Experience

- 5 - 10 years of IT management experience in government or private sector

6.3 Knowledge

- Sound knowledge of IT and its strategic use to meet information management and communication needs of the department
- Thorough knowledge of systems analysis, systems development, network and database administration, hardware and software installation and maintenance
- Ability to work with websites and social media networking is desirable.
- Thorough knowledge of the Parliamentary Service Act, the Constitution and the Standing Orders and a good understanding of Chamber procedures.
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- A clear understanding of the Parliamentary Service disciplinary processes and other relevant court room processes.

6.4 Skills

- Ability to lead and manage a team or researchers and policy development staff.
- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.

- Excellent analytical, research, planning and advisory skills with creative problem-solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications
-

7 STATEMENTS BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

..... Signature Employer (or its delegate) Signature Employee
..... Date Date

[Handwritten Signature]
28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION	POSITION NUMBER: IT 004
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Network Systems Administrator, NP09
DIVISION: Parliamentary Corporate & Support Service	LOCAL DESIGNATION: Network Systems Administrator
BRANCH: Information Technology	REPORTING TO: Director Information Technology
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: <i>[Signature]</i> 28/03/19

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished/Created

2. PURPOSE:

This position is responsible for maintaining computer networks (installing and configuring computer networks and systems), providing network administration and support in maintaining, monitoring, administering and repairing information/communication technology hardware/software equipment, analysing customer requests for service and maintenance calls in the assigned area.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

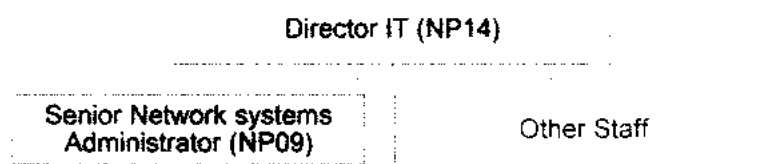
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Installing and configuring computer networks and systems
- Identifying and solving any problems that arise with computer networks and systems
- Monitoring computer networks and systems to identify how performance can be improved
- Providing support for technical issues as may be required to after hours.
- Provide research and recommend on new technologies
- Review cabling infrastructure standards, codes, design and troubleshooting process.
- Provide training to users as it relates to telecommunications equipment and features.
- Review proposals for accuracy and completeness as well as pricing to ensure compliance to the contract.
- Assist with architecting LAN/WAN/WLAN solutions for new construction or modifications to existing structures using architect plans; conducting corrective and preventive hardware maintenance on servers, switches, routers and UPS systems; and troubleshooting WAN and Internet infrastructure.
- Maintain the network infrastructure at the National Parliament including all servers, firewalls, switches, and other equipment
- Provide user support for all printer and workstation issues
- Ensure that backups of all server data are being performed daily
- Rebuild network components when necessary because of network crash or failure
- Update Cisco ASA Firewall and Switch configurations as needed Manage new/existing user accounts for the internal network domain
- Oversee the patch management process for all servers and workstations
- Administer connections to the Lifesize video conferencing system, and video bridge

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position is one of the 10 positions that report to the Director IT



28/03/19

5.2 Internal:

- Extensive contact with internal customers of the National Parliament

5.3 External:

- Liaise with appropriate government agencies and departments, donor agencies, service providers and other stakeholders regarding ICT matters.

5.4 Work Environment

- The Network Systems Administrator does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as personal computers, servers, server racks, phones and fax machines.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- Make technology recommendations of what hardware/software is needed at the server and user levels

5.6 Challenges

- Establish and maintain protocol for ensuring network security of the National Parliament

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Bachelor's Degree in Computer Information Systems, Computer Science, MIS, Business Intelligence, Engineering or related technical discipline. Equivalent work experience in the Information Technology field will be considered

6.2 Experience

3 - 5 years of work experience working in information technology field as a network

6.3 Knowledge

- Thorough knowledge and practical experience in key networking and systems concepts (e.g. DHCP, DNS, Active Directory, Group Policy).
- Linux server administration, Cisco network hardware, DBMS administration and some SQL and VOIP phone systems
- Microsoft System Centre suite and Storage administration

6.4 Skills

- Strong Microsoft Windows Server administration skills
- Virtualisation experience (Hyper-V or VMWare)
- Messaging (e.g. Microsoft Exchange Server)
- SOE development and software deployment methods (e.g. System Centre Configuration Manager)
- Scripting (e.g. PowerShell or VBScript)
- Conversant with Windows 7 troubleshooting, Windows Server 2008/2012, Network Services (DNS, DHCP, etc.) and Cisco ASA firewall administration

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date

[Handwritten Signature]
28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Senior IT Technician, NP09
DIVISION: Parliamentary Corporate & Support Service	LOCAL DESIGNATION: Senior IT Technician
BRANCH: Information Technology	REPORTING TO: Director - IT
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: <i>[Handwritten signature]</i> <i>28/03/19</i>

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished/Created

2. PURPOSE:

This position involves offering support to users who are experiencing problems with computers or the use of software over the phone or online, addressing issues ranging from network system to individual desktop computers

3. DIMENSION:

Budget: NA
Staff: 2 staff
Others: NA

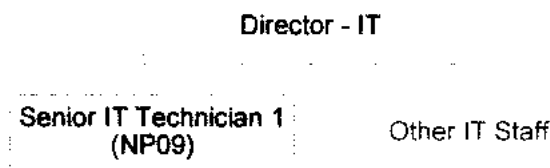
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Monitor and maintain the computer systems and networks within the Parliamentary Service in a technical support role to address issues related to changes required such as passwords, viruses or email
- Setting up and configuring new laptops and desktops and Install authorised software to laptops and desktops.
- Installing Antivirus and ensuring security and upgrades are applied and kept up to date on desktops and laptops.
- Setting up and configuring new core servers and installing authorised software to core servers.
- Exchange server mailbox maintenance including archiving mailboxes.
- Provide technical support for software - systems software development, including design and programming;
- Provide technical support for strategic information technology planning - investigation of long-term needs of an organisation and formulation of long-term strategies for information technology developments;
- Assist the Senior Network Systems Support Officer to provide technical support for capacity planning - investigation of existing information technology facilities to assess their adequacy for the long-term information technology requirements for an organisation;
- Provide technical support for data base administration - design of data base (identification of requirements), specification of use and sharing of data, formulation of integrity and security requirements and maintenance of a fully integrated data base and
- Communications - systems design, development and implementation of communication networks employing appropriate communication standards for exchange of information incorporating data and voice.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 10 positions that report to the Director IT



5.2 Internal:

- Work to assist the Parliamentary services Staff on issues related to trouble shooting to detect and solve technical problems
- Assist Members of Parliament and their Staff to install and update required hardware and software

5.3 External:

- Liaise with appropriate government agencies and departments, donor agencies, service providers and other stakeholders regarding ICT matters.

5.4 Work Environment

This position is a Senior IT Technician position and the incumbent for this position is required to provide effective and efficient IT services to the Parliamentary Services, the Members of Parliament and their staff. It is vital that the incumbent must possess high quality professional conduct.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- Provide quality and efficient IT services to the National Parliament

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Diploma in Computer Science or a Degree in a related discipline is preferred.

6.2 Experience

3 - 5 years of work experience computer systems and networks of an organization

6.3 Knowledge

- Thorough knowledge and practical experience in key networking and systems concepts (e.g. DHCP, DNS, Active Directory, Group Policy).
- Microsoft System Centre suite
- Cisco network hardware and software
- VOIP phone systems
- Conversant with IT systems design and analysis
- Conversant with IT systems design
- An understanding of the range of information technology fields, including business needs analysis, systems analysis, systems implementation and system design
- Up-to-date with the latest IT and software trends

6.4 Skills

- Strong Microsoft Windows Server administration skills
- Virtualisation experience (Hyper-V or VMWare)
- Messaging (e.g. Microsoft Exchange Server)
- SOE development and software deployment methods (e.g. System Centre Configuration Manager)
- Excellent communication skills (verbal and written)
- Excellent organizational skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date

[Handwritten Signature]
/ 28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT:
Parliamentary Service

DIVISION:
Parliamentary Corporate & Support Service

BRANCH:
Information Technology

LOCATION:
Parliament House, Waigani, NCD

POSITION NUMBER:
IT 007

DESIGNATION/CLASSIFICATION:
IT Technician (Website Administrator), NP08

LOCAL DESIGNATION:
IT Technician (Website Administrator)

REPORTING TO:
Director Information Technology

INCUMBENT:

[Handwritten signature]
28/03/19

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG. 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG. 2 - 18	24/09/18	Abolished/Created

2. PURPOSE:

This position is responsible for web pages, maintains content and oversees day-to-day management of the National Parliament and Parliamentary Service's internet and intranet websites, and assures integrity of web pages, quality of content and access security.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

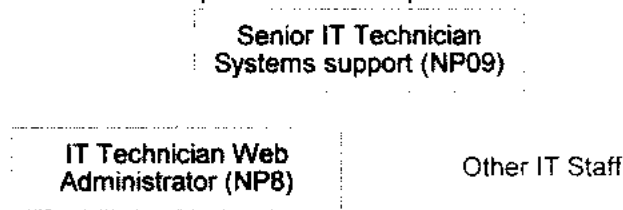
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Design and develop Websites using programming languages to craft and improve websites that are appealing and functional.
- Improve the speed and efficiency of Website of the Parliamentary Service and the National Parliament
- Responsible for designing, implementing and managing groups internet and intra net websites and take on new developments on web site contents as required
- Responsible for the design and continued update of company web pages including graphics, animation and functionality.
- To develop web page infrastructure and application related to pages with more advanced graphics and features.
- To monitor web server and site technical performance. Implementing SEO strategies.
- Promoting the organizations websites online
- Work closely with the marketing and IT team to set and ensure marketing campaigns for the National Parliament and the Parliamentary Service achieve targets.
- Circulate efficient and accurate reporting, detailing results of each web marketing campaign and possible improvement.
- Advise on the improvement, results, competition and new direction in technology to assist with dissemination of National Parliament and Parliamentary Service information
- Maintains Web system performance by performing system monitoring and analysis, and performance tuning; troubleshooting system hardware, software, and operating and system management systems; designing and running system load/stress testing; escalating application problems to vendor.
- Establishes Web system by planning and executing the selection, installation, configuration, and testing of server hardware, software, and operating and system management systems; defining system and operational policies and procedures.
- Perform user testing or usage analyses to determine web sites effectiveness or usability.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that report to the Senior IT Technician (Systems support)



5.2 Internal:

- Providing guidance and expert advice to management or other groups (such as the Members of Parliament and their staff) on technical, systems-, or process-related website systems related issues

5.3 External:

- Communicating with people outside the organization, representing the organization the public, government, and other external sources

5.4 Work Environment

Environment that requires daily monitoring and reviewing of information from materials and events to detect or assess Website related problems.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- Analyzing information and evaluating results to choose the best solution and solve problems

Recommendations:

- Correct testing-identified website problems, and recommend actions for their resolution

5.5 Challenges

- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Diploma in Information technology or related discipline. Preferably graduate with certifications in web development.

6.2 Experience

- 3 - 5 years of work experience in marketing, design and communications; knowledge of Web design software in a government or private sector.

6.3 Knowledge

- Thorough knowledge and practical experience in key networking and systems concepts
- Proven Website Development / Management experience. Sound web design skills which include the ability to work with HTML, JavaScript, PHP, .Net, data bases and Content Management Systems.
- Programming to Writing computer programs for various purposes

- Storage administration
- Microsoft System Centre suite

6.4 Skills

- Proven Website Development / Management experience. Sound web design skills which include the ability to work with HTML, JavaScript, PHP, .Net, data bases and Content Management Systems.
- Critical Thinking skills to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Systems Analysis to determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Virtualisation experience
- SOE development and software deployment methods
- Excellent communication skills (both verbal and written)

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date

Handwritten signature
28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: IT 008
DIVISION: Parliamentary Corporate & Support Service	DESIGNATION/CLASSIFICATION: IT Technician (Website Administrator), NP08
BRANCH: Information Technology	LOCAL DESIGNATION: IT Technician (Website Administrator)
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Director Information Technology
	INCUMBENT:

Handwritten signature and date: 24/03/19

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished/Created

2. PURPOSE:

This position is responsible for web pages, maintains content and oversees day-to-day management of the National Parliament and Parliamentary Service's internet and intranet websites, and assures integrity of web pages, quality of content and access security

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

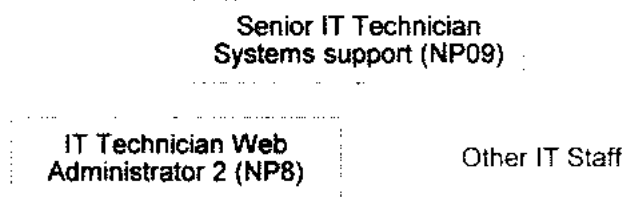
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Design and develop Websites using programming languages to craft and improve websites that are appealing and functional.
- Improve the speed and efficiency of Website of the Parliamentary Service and the National Parliament
- Responsible for designing, implementing and managing groups internet and intra net websites and take on new developments on web site contents as required
- Responsible for the design and continued update of company web pages, including graphics, animation and functionality.
- To develop web page infrastructure and application related to pages with more advanced graphics and features
- To monitor web server and site technical performance. Implementing SEO strategies.
- Promoting the organizations websites online
- Work closely with the marketing and IT team to set and ensure marketing campaigns for the National Parliament and the Parliamentary Service achieve targets.
- Circulate efficient and accurate reporting, detailing results of each web marketing campaign and possible improvement.
- Advise on the improvement, results, competition and new direction in technology to assist with dissemination of National Parliament and Parliamentary Service information
- Maintains Web system performance by performing system monitoring and analysis, and performance tuning; troubleshooting system hardware, software, and operating and system management systems; designing and running system load/stress testing; escalating application problems to vendor.
- Establishes Web system by planning and executing the selection, installation, configuration, and testing of server hardware, software, and operating and system management systems; defining system and operational policies and procedures.
- Perform user testing or usage analyses to determine web sites' effectiveness or usability

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that report to the Senior IT Technician (Systems support)



5.2 Internal:

- Providing guidance and expert advice to management or other groups (such as the **Members of Parliament and their staff**) on technical systems- or process-related website systems related issues.

5.3 External:

- Communicating with people outside the organization, representing the organization the public, government, and other external sources

5.4 Work Environment

Environment that requires daily monitoring and reviewing of information from materials and events to detect or assess Website related problems.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- Analyzing information and evaluating results to choose the best solution and solve problems.

Recommendations:

- Correct testing-identified website problems, and recommend actions for their resolution

5.5 Challenges

- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Diploma in Information technology or related discipline. Preferably graduate with certifications in web development.

6.2 Experience

- 3 - 5 years of work experience in marketing, design and communications: knowledge of Web design software in a government or private sector.

6.3 Knowledge

- Thorough knowledge and practical experience in key networking and systems concepts
- Proven Website Development / Management experience. Sound web design skills which include the ability to work with HTML, JavaScript, PHP, .Net, data bases and Content Management Systems.
- Programming to Writing computer programs for various purposes.

- Storage administration
- Microsoft System Centre suite

6.4 Skills

- Proven Website Development / Management experience. Sound web design skills which include the ability to work with HTML, JavaScript, PHP, .Net, data bases and Content Management Systems.
- Critical Thinking skills to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Systems Analysis to determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Virtualisation experience
- SOE development and software deployment methods
- Excellent communication skills (both verbal and written)

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date

[Handwritten signature]
28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION	POSITION NUMBER: IT 009
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Senior IT Technician, NP09
DIVISION: Parliamentary Corporate & Support Service	LOCAL DESIGNATION: Senior IT Technician (Database Programmer)
BRANCH: Information Technology	REPORTING TO: Director - IT
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

Handwritten signature and date: 28/07/19

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished/Created

2. PURPOSE:

This position involves maintaining and updating computer programs and databases, and writing new code as required with an emphasis on MS Access, Visual Basic, SQL, and the manipulation of MS Office products to extract information

3. DIMENSION:

Budget: NA
Staff: 2 staff
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

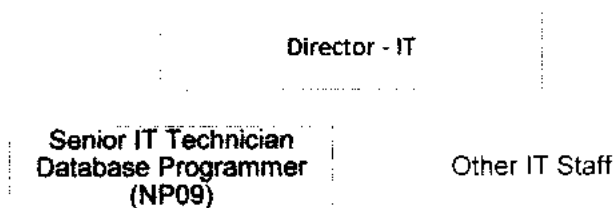
- Design, develop and implement database systems based on customer requirements
- Identify issues related to database performance and provide corrective measures
- Create complex functions, scripts, stored procedures and triggers to support application development
- Develop SQL databases and writing applications to interface with SQL databases, as well as writing and testing codes.
- Setting up and configuring new laptops and desktops and Install authorised software to laptops and desktops.
- Setting up and configuring new core servers and installing authorised software to core servers.
- Exchange server mailbox maintenance including archiving mailboxes.
- Provide technical support for software - systems software development, including design and programming;
- Provide technical support for strategic information technology planning - investigation of long-term needs of an organisation and formulation of long-term strategies for information technology developments;
- Provide technical support for capacity planning - investigation of existing information technology facilities to assess their adequacy for the long-term information technology requirements for an organisation;
- Provide technical support for data base administration - design of data base (identification of requirements), specification of use and sharing of data, formulation of integrity and security requirements and maintenance of a fully integrated data base; and

- communications - systems design, development and implementation of communication networks employing appropriate communication standards for exchange of information incorporating data and voice.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 10 positions that report to the Director IT



5.2 Internal:

- Work to assist the Parliamentary services Staff
- Assist Members of Parliament and their Staff

5.3 External:

- Liaise with appropriate government agencies and departments, donor agencies, service providers and other stakeholders regarding ICT matters.

5.4 Work Environment

This position is a Senior IT Technician position and the incumbent for this position is required to provide effective and efficient IT services to the Parliamentary Services, the Members of Parliament and their staff. It is vital that the incumbent must possess high quality professional conduct.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- Provide quality and efficient IT services to the National Parliament

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Diploma in Information technology or a Degree in computer science is preferred.

6.2 Experience

- 3 - 5 years of work experience computer systems and networks of an organization

6.3 Knowledge

- Thorough knowledge and practical experience in key networking and systems concepts (e.g. DHCP, DNS, Active Directory, Group Policy).
- Microsoft System Centre suite
- Cisco network hardware
- VOIP phone systems
- Conversant with MS Access, Visual Basic and SQL to manipulate MS Office products to extract information
- Conversant with designing and testing database, modifying database and performing test
- An understanding of the range of information technology fields, including business needs analysis, systems analysis, systems implementation and system design

- Excellent communication skills (both verbal and written)

6.4 Skills

- Highly developed organizational skill
- Exceptional communication and team working skills
- Strong critical and analytical thinking skills
- Problem solving
- Ability to work under pressure, and to strict deadlines
- Strong Microsoft Windows Server administration skills
- Virtualisation experience (Hyper---V or VMWare)
- Messaging (e.g. Microsoft Exchange Server)
- SOE development and software deployment methods (e.g. System Centre Configuration Manager)
- Modify database according to request form the management and perform test to identify ways to solve database usage concerns and malfunctions.
- Be able to analyse business requirements and program automated scripts to provide end-user support
- Excellent communication skills (both written and verbal)

*How
28/03/19*

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: IT 010
DIVISION: Parliamentary Corporate & Support Service	DESIGNATION/CLASSIFICATION: IT Technician 1 Assistant Database Prog, NP08
BRANCH: Information Technology	LOCAL DESIGNATI IT Technician 1 (Assistant Database Programmer)
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Senior IT Technician (Database Program)
	INCUMBENT:

[Handwritten signature]
28/03/19

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished/Created

2. PURPOSE:

This position involves assisting the Senior IT Technician (Database Programmer) to maintain and update computer programs and databases, and writing new code as required with an emphasis on MS Access, Visual Basic, SQL, and the manipulation of MS Office products to extract information

3. DIMENSION:

Budget: NA
Staff: 2 staff
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Assist the Senior Technician to design, develop and implement database systems based on customer requirements
- Assist the Senior Technician to Identify issues related to database performance and provide corrective measures
- Setting up and configuring new laptops and desktops and Install authorised software to laptops and desktops.
- Exchange server mailbox maintenance including archiving mailboxes.
- Provide technical support for strategic information technology planning - investigation of long-term needs of an organisation and formulation of long-term strategies for information technology developments;
- Provide technical support for capacity planning - investigation of existing information technology facilities to assess their adequacy for the long-term information technology requirements for an organisation;
- Provide technical support for data base administration - design of data base (identification of requirements), specification of use and sharing of data, formulation of integrity and security requirements and maintenance of a fully integrated data base; and

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that report to the Senior IT Technician Database Programmer

Senior IT Technician 2
Database Programmer (NP09)

IT Technician 1 Assistant
Database Programmer
(NP08)

Other IT Staff

Handwritten signature and date: 28/03/19

5.2 Internal:

- Work to assist the Parliamentary services Staff
- Assist Members of Parliament and their Staff

5.3 External:

- Liaise with appropriate government agencies and departments, donor agencies, service providers and other stakeholders regarding ICT matters.

5.4 Work Environment

This position requires analysing of data and finding new ways to solve problems and have an aptitude for working with computer systems on full time

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- Provide quality and efficient IT services to the National Parliament

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Diploma in Information technology or a Degree in computer science is preferred.

6.2 Experience

- 3 - 5 years of work experience computer systems and networks of an organization

6.3 Knowledge

- Thorough knowledge and practical experience in key networking and systems concepts (e.g. DHCP, DNS, Active Directory, Group Policy)
- Microsoft System Centre suite
- Cisco network hardware
- VOIP phone systems
- Conversant with MS Access, Visual Basic and SQL to manipulate MS Office products to extract information
- Conversant with designing and testing database, modifying database and performing test
- An understanding of the range of information technology fields, including business needs analysis, systems analysis, systems implementation and system design
- Excellent communication skills (both verbal and written)

6.4 Skills

- Highly developed organizational skill
- Exceptional communication and team working skills
- Strong critical and analytical thinking skills
- Problem solving
- Ability to work under pressure, and to strict deadlines
- Strong Microsoft Windows Server administration skills
- Virtualisation experience (Hyper--V or VMWare)
- Messaging (e.g. Microsoft Exchange Server)
- SOE development and software deployment methods (e.g. System Centre Configuration Manager)
- Modify database according to request form the management and perform test to identify ways to solve database usage concerns and malfunctions.
- Be able to analyse business requirements and program automated scripts to provide end-user support
- Excellent communication skills (both written and verbal)

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature	Signature
Employer (or its delegate)	Employee
.....
Date	Date

[Handwritten signature]
28/03/19



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT:

Parliamentary Service

DIVISION:

Parliamentary Corporate & Support Service

BRANCH:

Information Technology

LOCATION:

Parliament House, Waigani, NCD

POSITION NUMBER:

IT 011

DESIGNATION/CLASSIFICATION:

IT Technician 2 Assistant Database Prog, NP08

LOCAL DESIGNATI

IT Technician 2 (Assistant Database Programmer)

REPORTING TO:

Senior IT Technician (Database Program)

INCUMBENT:

HISTORY OF POSITION

28/03/19

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished/Created

2. PURPOSE:

This position involves assisting the Senior IT Technician (Database Programmer) to maintain and update computer programs and databases, and writing new code as required with an emphasis on MS Access, Visual Basic, SQL, and the manipulation of MS Office products to extract information

3. DIMENSION:

Budget: NA
Staff: 2 staff
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Assist the Senior Technician to design, develop and implement database systems based on customer requirements
- Assist the Senior Technician to identify issues related to database performance and provide corrective measures
- Setting up and configuring new laptops and desktops and Install authorised software to laptops and desktops.
- Exchange server mailbox maintenance including archiving mailboxes.
- Provide technical support for strategic information technology planning - investigation of long-term needs of an organisation and formulation of long-term strategies for information technology developments;
- Provide technical support for capacity planning - investigation of existing information technology facilities to assess their adequacy for the long-term information technology requirements for an organisation;
- Provide technical support for data base administration - design of data base (identification of requirements), specification of use and sharing of data, formulation of integrity and security requirements and maintenance of a fully integrated data base; and

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 2 positions that report to the Senior IT Technician Database Programmer

Senior IT Technician 2
Database Programmer (NP09)

IT Technician (Database
Programmer) (NP08)

Other IT Staff

Handwritten signature and date: 28/03/19

5.2 Internal:

- Work to assist the Parliamentary services Staff
- Assist Members of Parliament and their Staff

5.3 External:

- Liaise with appropriate government agencies and departments, donor agencies, service providers and other stakeholders regarding ICT matters.

5.4 Work Environment

This position requires analysing of data and finding new ways to solve problems and have an aptitude for working with computer systems on full time

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- Provide quality and efficient IT services to the National Parliament

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Diploma in Information technology or a Degree in computer science is preferred.

6.2 Experience

- 3 - 5 years of work experience computer systems and networks of an organization.

6.3 Knowledge

- Thorough knowledge and practical experience in key networking and systems concepts (e.g. DHCP, DNS, Active Directory, Group Policy)
- Microsoft System Centre suite
- Cisco network hardware
- VOIP phone systems
- Conversant with MS Access, Visual Basic and SQL to manipulate MS Office products to extract information
- Conversant with designing and testing database, modifying database and performing test
- An understanding of the range of information technology fields, including business needs analysis, systems analysis, systems implementation and system design
- Excellent communication skills (both verbal and written)

6.4 Skills

- Highly developed organizational skill
- Exceptional communication and team working skills
- Strong critical and analytical thinking skills
- Problem solving
- Ability to work under pressure, and to strict deadlines
- Strong Microsoft Windows Server administration skills
- Virtualisation experience (Hyper-V or VMWare)
- Messaging (e.g. Microsoft Exchange Server)
- SOE development and software deployment methods (e.g. System Centre Configuration Manager)
- Modify database according to request from the management and perform test to identify ways to solve database usage concerns and malfunctions.
- Be able to analyse business requirements and program automated scripts to provide end-user support
- Excellent communication skills (both written and verbal)

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date

[Handwritten Signature]
28/03/15