

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: PERSONNEL MANAGEMENT	SYS. POSN. NO: 1490000096	REF. NO: DPM 08-25	
OFFICE :	DESIGNATION/CLASSIFICATION: Network & Systems Support Grade 12		
DIVISION: Management Information Systems & Support	LOCAL DESIGNATION: Network & Systems Support Grade 12		
BRANCH: Technical Support Services	REPORTING TO: Team Leader Network & ICT Communications	SYS. POS. NO: 1490000093	REF. NO: DPM 08-23
SECTION: Network & ICT Communications	LOCATION: Central Government Office (CGO) Tower A, Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>(Agency Reference/File No.)</i>	<i>Structure approved date: 29 March 2016</i>	<i>(Record of how position has changed) No Change</i>

2. PURPOSE

- To make sure all Information and Communication Technology (ICT) LAN/MAN/WAN Network establishments are operational and available to users or Department's staff.
- All users able to access reliable ICT services through ICT networks

3. DIMENSIONS

- Budget/Financial Commitments: Nil
- Staff: Nil
- Other: Membership to ICT Society

4. PRINCIPLE ACCOUNTABILITIES

- Manage and Coordinate of Technical Support Services branch staff
- Plan and Coordinate of ICT infrastructure for the Department
- Provide Advice to Organization management on ICT emerging Technology trends

5. MAJOR DUTIES

- Support HR CONNECT project – Rollout of GoPNG Integrated HR/Payroll System for Provincial Administrations, Provincial Health Authority (PHA) and General Hospitals
- Installation and configuration of LAN/WAN Networks
- Procurement of ICT network equipment's

6. NATURE AND SCOPE

- This is a technical position involves co-ordination, planning, designing of the ICT establishments. To lead a technical team to implement ICT Systems and Processors

- Directly reports to Executive Manager – MS&S and Deputy Secretary – Operations
- Technical Officers from Technical Support Services Branch reports this position

6.1 WORKING RELATIONSHIP

(a) Internal

- Technical advice to Department's Management on ICT developments

(b) External

- Support setup of ICT infrastructure in the National Departments, Provincial Administrations, Hospitals and Provincial Health Authority

6.2 WORK ENVIRONMENT

This is a technical working field/environment where it manage establishment of the ICT developments. It focuses mainly to bring ICT

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures	Code of Conduct and Ethics Public Service General Orders (GO) Public Service Management Act ICT Policy (International Standards)
▪ Decision	Emerging changes of ICT innovations
▪ Recommendations	

8. CHALLENGES

- The challenge of the position is to make sure yearly Budget is budgeted for ICT upgrade and office automation.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Grade twelve (12) certificate or completion of Adults/Matriculation studies
- Obtain Diploma/Bachelor's degree in Information Technology (IT)
- Certification in Cisco CCNA Routing & Switching, CCNP, CCENT, CompTIA+&network, MCS,

(b) Knowledge

- Wide range of Information and Communications Technology (ICT) Systems and Processors
- Cisco Hardware and Software Application

(c) Skills

- LAN/MAN/WAN network CAT5/6 cabling
- Configuration and setup of Switches, routers, modems
- MS Windows Server domains, DHCP, DNS

(d) Work Experience

- A minimum of five (5) years of Technical experience in Information and Communication Technology (ICT) environment
- Three (3) years in supervision role and leading team technical to implement short/long term project.
- Responsible for implementation of LAN/WAN Networks Telecommunication facilities, and MS Software Applications



