

JOB DESCRIPTION

	IT/TRANSFORMATION OFFICER	
	NAUSORI	DATE LISTED
	NAUSORI TOWN COUNCIL	
	Installation, maintenance, upgrading of computers and administratio	
DIVISION	CORPORATE SERVICES	REPORTING REQUIREMENTS
A competitive salary depending on qualifications and work experience will be offered to the successful candidate.		
POSITION DETAILS		
<input checked="" type="checkbox"/>	FULL-TIME	CONTRACT <input checked="" type="checkbox"/>
<input type="checkbox"/>	PROJECT BASED	ATTACHMENT <input type="checkbox"/>
		37
		3 YEAR
JOB DESCRIPTION	<ol style="list-style-type: none"> 1. Attend to PC Hardware, Software Problems 2. Deploy New and Old Computers and peripherals 3. Log of Problems and Document Solutions 4. Install OS, join to Domain, install necessary software familiarization g 5. Upgrade, update and maintain website for Nasinu/Nausori Town C 6. Creating of email accounts on web hosts, configure clients compu 7. Upgrade of hardware and software 8. Track hardware through serial and user 9. Create user accounts and group policies 10. Delete unused accounts 11. Create and assist with documentation for projects 12. Attend to the level of responsibility assigned that is related to IT mc 	
KEY PERFORMANCE INDICATOR	<ol style="list-style-type: none"> 1. Business Performance: be accountable for your personal performan 2. Risk Management: understand and address the potential impact o 3. Planning: Deliver results by effectively using work plans; 4. Resource Management: Balance resources, competencies, prioritie 5. Systems and Procedures: comply with LCC/BTC set procedures, SOI 6. Documentation: Collate key facts into a standard form, document 7. Communication: express information or issues and clarifying unders 8. Transparency and accountability 9. Internal Budget Control whilst not compromising standards. 	
KNOWLEDGE AND WORK EXPERIENCE REQUIREMENTS	<ol style="list-style-type: none"> 1. Knowledge and experience in windows Server products, Windows) 2. Substantial knowledge in Active Directory environment 3. Strong knowledge in NAT, DHCP, DNS, Print and File Servers 4. Knowledge in Website maintenance and Development 5. Ability to Document Projects 6. Implement Policies and Procedures 7. Effective communication skills 8. Ability to analyze to detail 9. Relevant Industrial work exposure 10. Good knowledge of IT concepts, methods, processes and proactiv 11. Ability to work efficiently with others 12. Working independently in the absence of supervision 13. Good record management 	

SKILLS AND ABILITIES	<ol style="list-style-type: none"> 1. Exhibit excellent communication skills, both written and verbal in English 2. Excellent Computer Skills and a variety of applications 3. Self-management skills (organisation and time management) 4. Ability to work well within a team 5. Excellent interpersonal skills 6. Consultancy skills – ability to understand the Marketing and IT need 7. High level of accuracy and attention to details 8. Positive attitude with a 'can do' enthusiasm 9. Trustworthy with strong moral ethics 10. Confidence to speak up and be heard
EDUCATION REQUIREMENTS	<p>Bachelor's degree in Computing or Information Systems, or Diploma Minimum of 3 years experience in similar field</p>
PERSONAL CHARACTER	<p>All applicants for employment in Nausori Town Council must be of good character, have a minimum age of 18 years, a minimum of 55 years, in sound health, and with a clear police record. The selected applicant must provide a police certificate and police clearance prior to taking up duty.</p>

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01-January-2024

n of software as and when required by the Systems

MANAGER CORPORATE

HOURS PER WEEK

CONTRACT PERIOD

guide for users
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ters

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nce;
f errors and omissions in your own work;
as and timescales to achieve set objectives;
P's, manuals and policies;
or letter;
tanding.

xP and Windows 7

ve in the relevant areas of expertise

English

of both the council and the individual staff member

in IT

good character, with a background that demonstrates their
reputation. Applicants must also be Fijian Citizens, under the age
of 65. An aged applicant will be required to provide a medical