



## PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

## 1. IDENTIFICATION

<b>AGENCY:</b> <i>Public Services Commission</i>	<b>SYS. POSN. NO:</b> <i>(10 digit concept payroll no.)</i>	<b>REF. NO:</b> COMCS.012
<b>OFFICE:</b> <i>Public Services Commission</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Network Administrator – Corporate Services – Grade 14</i>	
<b>DIVISION:</b> <i>Corporate Services</i>	<b>LOCAL DESIGNATION:</b> <i>Network Administrator – Corporate Services</i>	
<b>BRANCH:</b> <i>IT Branch</i>	<b>REPORTING TO:</b> <i>IT Manager – Corporate Services</i>	<b>SYS. POS. NO:</b> <b>REF. NO:</b>
<b>SECTION:</b> <i>IT Branch</i>	<b>LOCATION:</b> <i>WAIGANI</i>	

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
O&AS3-2-20	20.10.2000	Created.
O&AS3-2-20	14.11.2001	J.E. Reclassified. Adopted new concept of J.D & Revised Duties.
O&AS3-2-20	12.09.2003	Created.
O&AS3-2-20		
O&AS3-2-20		

## 2. PURPOSE

*To direct and control the activities of the Information Technology Branch*

## 3. DIMENSIONS

*Assist Manager IT with the activities of the Branch including duty / official travels and stationaries requirements for the Branch. It has a total staff level of four (4) with three (3) reporting directly on matters concerning the operations of the Branch. The required facilities include four (4) computers and printers, four (4) office desks and chairs and four (4) filing cabinets.*

## 4. PRINCIPLE ACCOUNTABILITIES

- Manages and support the IT network infrastructure
- Configure and install required Information Technology facilities
- Plan, organize and provide in-house IT training
- Advise the IT Manager on IT requirements and activities
- Ensure all network services are effectively implemented
- Perform other duties as directed consistent with the above

## 5. NATURE AND SCOPE

*The Network Administrator reports directly to the IT Manager*

### 5.1 WORKING RELATIONSHIP

#### (a) Internal

Report to the IT Manager.

Liaise with the Commissioners, Secretary, Directors and all staff of the Commission (users).

#### (b) External

Liaise with line departments and other agencies on IT issues.

Liaise with IT service providers

### 6.2 WORK ENVIRONMENT

- Responsible for effective operation of all PSC computer facilities.
- Procurement of computer software.
- Installation, Support and maintenance of all network services, equipment and other associated peripherals.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Lack of funding for the procurement and maintenance of computers and other related equipments of the Commission.

- **Rules/procedures**

Broad knowledge of Public Service (Management) Act; the General Orders; Public Finance (Management) Act; Public Services Policies, procedures and systems; Information Technology functions and practices; the Organic Law on Provincial & Local Level Government Act; Employment Act and other relevant legislations.

- **Decision**

Decisions on systems, procedures and strategies for improvement of Information and Technology functions of the Branch.

- **Recommendations**

Adequate funding is appropriated to the IT Branch for the effective delivery of IT services to the Commission



## 8. CHALLENGES

- The Commission is fully computerized with effective delivery of IT services to the Commission.
- The Commission staff will not encounter problems with regard to computer application.
- The Commission's computers, printers and related peripherals must be fully maintained and operational.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Diploma/Degree in Information Technology or any equivalent certifications or experience in network support

### (a) Knowledge

- A minimum of five (5) years in system development, system administration, networking and data communications and hardware maintenance is essential.

### (b) Skills

Must have the ability to demonstrate the following:

- All facets of computing.
- The associated markets, potential and demand and supply Information Technology.
- System designing and programming
- Oral and written Communication
- Understanding of Networking (LAN/WAN) and data communication.
- Analytical and statistical skills, management and general office administration.
- Good personal qualities such as:
  - Good appearance (dress in tidy attire & neatly);
  - Good attendance and punctuality
  - Good sense of duty, very co-operative, reliable and adaptable;

- Good job attitude and ability to learn new concepts or ideas; and
- Loyal, honest, trustworthy, transparency and sober habits.

**(c) Work Experience**

- Minimum of five (5) years in system administration, networking and data communications and hardware maintenance is essential.