

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance & National Planning	
2	Job Title: Chief System Analyst, ICT Division	
3	Band :H	Post Number: 2 Location: SGGB
4	<p>Job Purpose: To be responsible for:</p> <ol style="list-style-type: none"> 1. Development and coordination of the overall ICT Infrastructure and ICT Development verification and the subsequent analysis of implementation; 2. Review and assessment of ICT Infrastructure and Development requests to ensure with priorities and within budget. 3. Providing leadership and support for effective consultative and building process on ICT process, policy and procedure within ICT objectives; 4. Coordination of the preparation of the ICT Strategy and ICT Guidelines; 5. Responsible for the ICT Operations and Support management; 6. Coordinating the process of IFMIS reforms and development; 7. Any other duties assigned by the Head of ICT or the Chief Executive Officer for Ministry of Finance and National Planning. 	
5	Job Outputs	Performance Indicators
5.1.	<p>Planning</p> <ol style="list-style-type: none"> 1. Draft Individual work plan aligning with Financial Policy, AMP and CP 2. Consolidate unit work plan to deliver unit output 3. Propose staff capacity development plan 4. Propose staff training needs/plans 5. Manage Staff leave 	<ul style="list-style-type: none"> • Annual Management Plan, aligned to MOFNP CP, Endorsed and approved by HoD in July • Individual work plan approved by HoD on a weekly basis • Ensure unit staff are recommended for all training opportunities • Update unit Staff leave on weekly basis

5.2	<p>Organizing</p> <ol style="list-style-type: none"> 1. Maintain and improves ICT business Developments support services and ensures that service level 2. To be responsible for the efficiency of services provided by Infrastructure and Development team, 3. Review and develop structures and processes in order for projects to be implemented efficiently and effectively 4. Recommended Software Usage Policy, Standards and Procedures and related to Applications 5. Review the Security and Safety of all ICT services 6. Provide assistance within Ministry and external related ICT services. 7. Assist Chief CEO and Deputy CEO for ICT in organizing of the division 	<ul style="list-style-type: none"> • Complete and Accurate reports statements provided to management. • Regular Monitoring of the Infrastructure • Assigned task is completed on time 95% of the time • Policy, Standard, Procedures to be submitted before commencement of Application • Application progress/status report completed and
		submitted on due date/time
5.3	<p>Leading</p> <ol style="list-style-type: none"> 1. Responsible for ICT Project Management and ICT business development and reforms. 2. Participates in frequent meetings to effectively communicate with and motivate team members. 3. Assist in implementing PMS for the Development Section staff, ICT division. 4. Ensure MFNP Operation by Training the trainer 5. Define ICT problem by conferring with both ICT Infrastructure and Developments in policy, procedures and processes. 6. Examination existing ICT System and Business Models and provide reference by writing documentation. 7. Being involved in managing all project stages in ICT. 8. Responsible on ensure projects are delivered with the budget and on-time. 9. Seek approval with recommendations from D/CEO of ICT. 	<ul style="list-style-type: none"> • Complete and accurate report provided • To be completed in time as requested by Senior Management • Assigned task is completed to a satisfactory level according to agreed standard • To be completed Application/ICT Development Project planning after 5 days each quarter.
5.4	<p>To carry out any other duties assigned by the Head of ICT, and/or the CEO for Finance and National Planning</p> <p>□ Report (written or oral) or documentations on duties being assigned</p>	<ul style="list-style-type: none"> • Complete and accurate performance on such duty • Provided in a timely manner according to any requested timeframe
6	Reports Directly to:	Deputy CEO, ICT
7	PERSON SPECIFICATION FOR THIS POST	

7.1	Special Skills:	<ul style="list-style-type: none"> • Strong Analytical Skills • Good Programming Skills • Good Knowledge of SunSystems, Meridian, and CS-DRMS • Good Knowledge of LAN • Good knowledge of Window Servers and Linus Servers • Ability to work on and lead multiple projects in a high pressure environment • Ability to travel and work after hours would be an advantage
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Good Communication skills, good command of both Tongan and English languages (Written and spoken) • Must have good public relations and networking skills • Ability to travel and work after

		hours would be an advantage
7.3	Personal Attributes:	<ul style="list-style-type: none"> • 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
7.4	Education & Experience	<p>Must have a Bachelor Degree in Engineering or related field of study from a recognized tertiary institution with at least 6 years of work experience in IT related areas, 4 years working in a senior management position;</p> <p>OR</p> <p>A Masters' Degree in the abovementioned fields from a recognized tertiary institution with at least 4 years of work experience in IT related areas, 3 years working in a senior management position.</p>

8	The salary for the position is at Band H of the salary structure for the Tonga Public Service with a minimum of TOP\$ 33,600 to a maximum TOP\$ 50,400 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.
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POSITION COMPETENCIES

9	Core Behavioral Competencies	Key Performance Standards
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9.1	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it <p>Focuses on benefits and ways of overcoming obstacles.</p>
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9.2	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.
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9.3	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
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9.4	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.
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9.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of coworkers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
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9.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
9.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
9.8	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
9.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
9.10	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
9.11	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Chief System Analyst	Name: (Vacant) Sign: Date :
10.2	Deputy CEO – ICT Division	Name: Tu'amelie Paea Sign: Date :

10.4	Chief Executive Officer for Finance & National Planning	Name: Balwyn Fa'otusia Sign: Date :
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