

POSTDESCRIPTION			
1	Ministry of Finance & National Planning		
2	JobTitle: Computer Programmer (2), Information and Communication Technology (ICT), Development section		
3	Band: L	Post Number: 3	Location: Head Office
4	<p><u>Purpose:</u> The Computer Programmer will be responsible for the following:</p> <ol style="list-style-type: none"> 1. Develop and maintain in-house Program/database/software solution 2. Develop and maintain in-house tools for automation and others 3. Develop , maintain and update websites 4. Develop in-house Training for Program/database/software solution 5. Develop in-house solution/Training for MS Office applications 6. Assist Government Payroll System 7. Assist CSDRMS 8. Assist Sun System 9. Publication 10. Any other Duties assigned by the D/CEO of IT 		
4	JOB OUTPUTS		PERFORMANCE INDICATORS
4.1	<p>Planning</p> <ol style="list-style-type: none"> 1. Assist to develop relevant plan for the Section (Corporate Plan, Annual Management Plan, Weekly Plan, Budget Estimate and Forecast) 2. Assist in planning procedure for ICT Division 		<ol style="list-style-type: none"> 1. Draft submitted to the Head of Division by 2nd Week of July 2. Approved by HoD no later than last week July. 3. 100% compliance with Corporate Planning/AMP schedule
4.2	<p>Organizing</p> <ol style="list-style-type: none"> 1. Assist to review and Develop the structure of the division 2. Assist to develop/review and document efficient internal systems for managing the division 		<ol style="list-style-type: none"> 1. Draft submitted to the Head of Division by 2nd Week of July 2. Approved by HoD no later than last week July. 3. 100% compliance with Corporate Planning/AMP schedule

4.3	<p>Leading</p> <p>1. Designing, Developing, implementing and maintenance of in-house tools for automation and others</p>	<p><i>Output:</i></p> <ul style="list-style-type: none"> • User Friendly Software • Analysis Document • Status Report <p><i>Quality:</i></p> <ul style="list-style-type: none"> • Detailed and Accurate Documents <p><i>Timeliness:</i></p> <ul style="list-style-type: none"> • To be completed as required by responsible division
4.4	<p>Controlling</p> <p>1. Assist in Government Payroll System</p>	<p><i>outputs:</i></p> <ul style="list-style-type: none"> • <i>Payroll System Review Document</i> • <i>Procedures and Workflow Document</i> • <i>Training Materials for using the Payroll System</i> • <i>Required Reports by Management and other Stakeholders of the System</i> • <i>Status Report</i> <p><i>quality:</i></p> <ul style="list-style-type: none"> • Detailed Review • Detailed and appropriate Training Material • Accurate and Correct Data <p><i>timeliness:</i></p> <ul style="list-style-type: none"> • <i>Timely delivery of reports to Stakeholders</i>
	<p>2. Assist in Government Integrated Financial Information Systems</p>	<p><i>Output:</i></p> <ul style="list-style-type: none"> • System Review Documents • Procedures and Workflow Documents • Training Materials for using IFIMS • Required Reports by Management and other Stakeholders of the System • Status Report <p><i>Quality:</i></p> <ul style="list-style-type: none"> • Detailed Review • Detailed and appropriate Training Material • Accurate and Correct Data <p><i>Timeliness:</i></p> <p>Timely delivery of reports to Stakeholders</p>

4.5	<p>Technical</p> <p>1. Designing, Developing, implementing and maintenance of in-house Program/database/ software solutions</p> <p>2. Designing, Developing, implementing, maintenance and updating Websites</p> <p>3. Designing and developing in-house solution/Training for MS Office application</p>	<p><i>Output:</i></p> <ul style="list-style-type: none"> • User Friendly Software • Analysis Document • Project Proposal • Status Report <p><i>Quality:</i></p> <ul style="list-style-type: none"> • Detailed and Accurate Documentation <p><i>Timeliness:</i></p> <ul style="list-style-type: none"> • To be completed as required by responsible division <p><i>outputs:</i></p> <ul style="list-style-type: none"> • Website for the Ministry • Enhancements features • Updating website • Status Report <p><i>quality:</i></p> <ul style="list-style-type: none"> • Updated website <p><i>timeliness:</i></p> <p style="padding-left: 40px;"><i>Timely updated website</i></p> <p><i>Outputs:</i></p> <ul style="list-style-type: none"> • <i>MS Office application solutions</i> • <i>MS Office Application Trainings</i> <p><i>Quality</i></p> <ul style="list-style-type: none"> • <i>Up to date Publications</i> <p><i>Timeliness</i></p>
4.6	To carry out any other duties assigned by the Deputy CEO ICT	<p><i>outputs:</i></p> <ul style="list-style-type: none"> • Report (written or oral) or documentations on duties being assigned. <p><i>quality:</i></p> <ul style="list-style-type: none"> • Complete and accurate performance on such duty. <p><i>timeliness:</i></p> <p>Provided in a timely manner according to any requested timeframe.</p>
5	Reports Directly to:	Deputy CEO for Finance, ICT
6	PERSON SPECIFICATION FOR THIS POST	

6.1	SpecialSkills:	<ul style="list-style-type: none"> • Good analytical skills. • good computer skills and well versed with appropriate computer programs such as Microsoft office (word, excel, access, PowerPoint etc) • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Must have good public relation and networking skills. • Flexibility to travel and work after hours, as required. • should have experience in CMS or web design
6.2	PersonalAttributes:	<ul style="list-style-type: none"> • good work attitude • highly motivated • well organized and hardworking • honesty and integrity • highly proactive • Must be committed to duties allocated, efficiently and effectively.
6.3	Education:	<ul style="list-style-type: none"> • Degree in Computer Science or Related Field <p>OR</p> <ul style="list-style-type: none"> • Diploma in Information Technology/ Accounting or Relevant Field of study from a recognized Tertiary Institute with at least 3 years of work experience in senior level or government accounting system.
7	The Salary for the position is at Band L of the Public Service salary structure, ranging from \$19,490 to \$29,230.	