




Ministry:	Ministry of Finance
Division:	Division
Location:	SGGB, Nuku'alofa
Job Title:	Senior Computer Programmer – Communication & Infrastructure Depart
Position Number:	
Reports to:	Deputy CEO- ICT
Band:	K
Salary:	
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> ⚡ Improved macroeconomic management & stability with deeper financial markets ⚡ Closer public/ private partnership for economic growth ⚡ More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities ⚡ Appropriate decentralization of government administration with better scope for engagement with the public ⚡ Improved collaboration with development partners ensuring programs better aligned behind government priorities ⚡ More reliable, safe and affordable information and communication technology used in more innovative ways ⚡ Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Job Purpose:</p> <p>The Senior Computer Programmer will be responsible for the following:</p> <ul style="list-style-type: none"> • Manage of MOF LAN, WAN and Unifi Wi-Fi and Telecommunication Infrastructure. <ul style="list-style-type: none"> I. Router II. Switch III. MOF V-Lan and Wan-Lan IV. MOF Unifi Wi-Fi V. Power subsystems and uninterruptible power supplies (UPS) VI. Fire suppression, Ventilation and a Cooling system VII. Unifi Telecommunication Telephone VIII. Application Delivery Controller • Mange and Develop Proper Strategy Framework <ul style="list-style-type: none"> a. Get clear on the objectives for the communication strategy b. Understand the current IT environment

	<ul style="list-style-type: none"> c. Understand how the IT environment is evolving d. Assess the current Communication facilities e. Determine if being in the communication strategy is the best option and if so, to what extent f. Understand the Tonga Digital Government Framework g. Document the MOF Lan and Wan requirements <ul style="list-style-type: none"> • Organize and schedule upgrades and maintenance without deterring others from completing their own work • Design and install well-functioning computer networks, connections and cabling • Perform troubleshooting to system failures and identify bottlenecks to ensure long term efficiency of network. • Inspect LAN infrastructure and fix minor or major problems/bugs • Test and configure software and maintain and repair hardware and peripheral devices • Provide technical direction to co-workers on computer and network usage and offer comprehensive advice and instructions • Any other Duties assigned by the D/CEO of IT
<p>Accountabilities / Outcomes</p>	<ol style="list-style-type: none"> 1. Responsible for the Operational Excellence and Optimisation of MOF LAN, WAN, Unifi Wi-Fi and Communication facilities <ul style="list-style-type: none"> a. MOF LAN, WAN and Communication Downtime b. Communication Strategic Workplan endorse c. Quality Assurance and Compliance d. Continuous Innovation for Sustainable Operations e. Safety First Approach f. Proactive Issue Resolution and Early Risk Mitigation g. Automated Maintenance Management 2. Responsible for MOF Data Centre Disaster Recovery Plan <ul style="list-style-type: none"> a. Recovery Strategy Plan Framework Update and Endorse b. Redundancy Backup Strategy Plan c. Weekly implementation of routine test and check progress reports submitted and endorse 3. To be Responsible Team Building and capacity Support Training <ul style="list-style-type: none"> a. System Administration Manual b. Strategy Maintenance Services Documentation c. Annual Training and Staff supports d. Quality assurance documentation e. Maintenance and help guide 4. Assist and coordinate with other section in resolving of MOF client and customer support tickets 5. Assist in Planning and Managing of Projects related to the improvements of the MOF ICT Infrastructure

	<p>6. Assist Planning and Managing of Section's Resources</p> <ol style="list-style-type: none"> a. Leave planning submit b. Asset list update and endorse c. Hardware Assets list update and endorse <p>7. Assist in develop of ICT performance reporting framework and tools to ensure ICT transparency, compliance and control</p> <p>8. Assist in Business Process Mapping and Business Process Analysist</p> <p>9. Assist in Developing of ICT policy, process and procedure analysis and review framework</p> <p>10. To carry out any other duties assigned by the Head of the IT and or the CEO for Finance</p> <p>To carry out any other duties assigned by the Deputy CEO ICT</p>
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Person Specification

Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Strong Analytic Skills • Good Programming Skills at V-Lan configuration and maintenance • Good Knowledge of VB dot Net, SQL Server and MySQL • Good Knowledge of Sun Systems, Meridian, and CS-DRMS • Good Knowledge of LAN, WAN, Unifi Telecommunication and Wi-Fi • Good knowledge of Window Servers and Linus Servers • 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. • CCENT/CCNA qualifications are strongly preferred • Good knowledge of LAN/WAN networks, TCP/IP protocols and network technologies • Proven experience as network technician or relevant position • good work attitude • highly motivated • well organized and hardworking • honesty and integrity • highly proactive • Must be committed to duties allocated, efficiently and effectively.
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	Desirable:
Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> ➤ Relevant degree + up to 3 years' work experience ➤ Relevant diploma + 5 years' relevant work experience ➤ Relevant certificate/trade/technical qualification + 7 years' experience in a similar role ➤ Current TPS employee with 10 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years) ➤ BSc/BA in computer science, computer engineering or relevant field ➤ Desirable:
Authorised by (sign and date)	
Supervisor	Name: Mr Heneli Palu  Signature & Date:
Deputy CEO / HOD-	Name: Mr Heneli Palu  Signature & Date:
CEO for Finance	Name: Mrs Kilisitina Tuaimela  Signature & Date: 30/01/2024
Employee	Name: Signature & Date:

