Ministry:	Ministry of Finance
Division:	Division
Location:	SGGB, Nuku'alofa
Job Title:	Computer Programmer – MOF Data Centre infrastructure manager
Position Number:	FIN08105311100110004
Reports to:	Deputy CEO- ICT
Band:	L
Salary:	$21,078- $31,612
Job Purpose	**Ministry Profile Statement:**
	➕ 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
	Job Purpose:
	The Computer Programmer will be responsible for the following:
	• Manage of MOF Data Center Infrastructure.
	I. On-premises physical servers
	II. Power subsystems and uninterruptible power supplies (UPS)
	III. Fire suppression, Ventilation and a Cooling system
	IV. Backup generators
	V. Application Delivery Controller
	VI. MOF e-Mail and Anti-Virus Application
	VII. MOF-Main Supporting Tool Application
	→ Spark and Chat Application
	→ Team View Application
	→ Others tools
	• Mange and Develop Proper Strategy Framework
	a. Get clear on the objectives for the data center strategy

	b. Understand the current IT environment
	c. Understand how the IT environment is evolving
	d. Assess the current data center facilities
	e. Determine if being in the data center business is the best option and if so, to what extent
	f. Understand the current data center TCO
	g. Document the data center requirements

- Develop the proposed scenarios
  - a. Colocation Solution
  - b. Manage Service
  - c. Manage Hosting
  - d. Data Center Built Out
  - e. And improving of current facilities
- Using the right manufacturing diagnostic equipment to ensure testing is thorough
- Maintaining the correct knowledge of servers and PCs to make the correct repairs.
- Maintain excellent communication with service managers and business IT leaders
- Monitoring IFMIS applications and server performance
- Any other Duties assigned by the D/CEO of IT

Accountabilities / Outcomes	1. Responsible for the Operational Excellence and Optimisation of MOF Resource

1. Responsible for the Operational Excellence and Optimisation of MOF Resource
    a. MOF Centre System Facility Downtime
    b. Centre 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
    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
    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 IFMIS and Inhouse Application

	6. Assist Planning and Managing of Section's Resources
	   a. Leave planning submit
	   b. Asset list update and endorse
	   c. Software list update and endorse

	7. Assist in develop of ICT performance reporting framework and tools to ensure ICT transparency, compliance and control
	8. Assist in Business Process Mapping and Business Process Analysist
	9. Assist in Developing of ICT policy, process and procedure analysis and review framework
	10. To carry out any other duties assigned by the Head of the IT and or the Secretary for Finance and National Planning
	To carry out any other duties assigned by the Deputy CEO ICT
Person Specification	
Skills and Abilities	**Mandatory:** • 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. • 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. **Desirable:**

Qualifications and Experience	**Mandatory:**
	➢ Bachelor's degree with no working experience
	➢ Diploma Certificate with at least 2 years' experience in a **Similar Role** or at least 2 years' **relevant** working experience
	<u>Qualification acceptable for this role must be in Information Technology, Computer Science, or Computer Networking from a recognised educational institution.</u>
	Desirable:
	➢ BSc/BA in computer science, computer engineering or relevant field
	➢ CCENT/CCNA qualifications are strongly preferred
Authorised by (sign and date)	
Deputy CEO / HOD-	Name: Mr Heneli Palu Signature & Date:
CEO for Finance	Name: Kilisitina Tuaimeiápi Signature & Date:
Employee	Name: Vacant Signature & Date: