

Ministry:	Ministry of Finance
Division:	Information and Communication Technology Division (ICT)
Location:	Saint George Government Building (SGGB), Nuku'alofa
Job Title:	Contract Staff
Position Number:	
Reports to:	System Analyst - Infrastructure Unit
Band:	P
Salary:	9,240 – 13,860
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> • Manage Installation and setup desktops, laptops and peripheral devices • Manage and update Inventory of ICT equipment • Perform general helpdesk and support (1st and 2nd tier support) for the following areas. <ul style="list-style-type: none"> a) Local Network b) Wide Area Network (Line Ministries connecting to finance management) c) Internet connectivity d) Desktop, Laptops e) Copiers, Printers f) Microsoft Office Applications g) Sun System (Payroll system) h) In-house Developments i) Phone system j) Air condition k) Camera l) Presentation • Monitor internet usage • Monitor printer and copier toner • Assist in producing and designing Ministry Publications (Business cards, greeting cards, invitation cards). • Assist in Printing Government Budget and Cooperate Plan.
Accountabilities / Outcomes	<p>Manage installation, setup desktops, laptops and peripheral devices</p> <p>Label and Update assets</p> <p>Manage and update inventory of ICT equipment</p> <p>Manage stock level for toner</p>

	<p>General Helpdesk & Support</p> <ul style="list-style-type: none"> • ICT customer services to staff and other key stakeholders • ICT support when directed by Helpdesk coordinator <p>Assist in producing & designing</p> <ul style="list-style-type: none"> • Publications • Business Cards • Greeting Cards • Invitation cards <p>Assist in Printing</p> <ul style="list-style-type: none"> • Government Budget Statement • Government Budget Estimates • Ministry Corporate Plan
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good Analytical skills. • Good Programming Skills • Good communication skills. Good command of both Tongan and English languages (written and spoken). • Must have good public relation and networking skills. • Ability to travel and work after hours would be an advantage. <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <p>Minimum qualification is a Diploma in Computer Science or related field <i>with</i> at least one (1) year of relevant work experience.</p> <p>Work experience with Financial Management Information System will be an advantage.</p> <p>Desirable:</p>
Authorised by (sign and date)	
A/Deputy CEO / HOD- ICT	<p>Name: Mr Heneli Palu</p> <p>Signature & Date:</p>
CEO for Finance	<p>Name: Kilisitina Tuamei'api</p> <p>Signature & Date:</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>