



DEPARTMENT OF LEGISLATURE

CORPORATE SERVICES DIVISION



JOB TITLE: BROADCASTING AND SERVICE DESK TECHNICIAN

CORPORATE INFORMATION

1. Position Level : Band F
2. Salary Range : \$22,528.74 - \$28,883.00
3. Duty Station : Parliament Office, Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Engineering Technician
 - b) **Liaises with:** HS, Members of Parliament, Secretary General, DSG, Directors, Parliamentary Caucus and Secretarial Staff and other key stakeholders
 - c) **Subordinates:** None

POSITION PURPOSE

This position reports to the Engineering Technician and applies the principles and best practices of professional broadcasting to the proceedings of the Parliament House and committee sittings by installing, maintaining and operating specialized broadcast systems and equipment for live-to-air broadcasts and streams in a complex and dynamic environment.

KEY RESPONSIBILITIES

1. Installing, maintaining and operating all Broadcast and Transmission equipment and systems for live-to-air broadcasts and streams within Parliament precinct.
2. Conduct functional and operational testing procedures to ensure quality performance of broadcast products including radio and television programs.
3. Sets up, adjusts, and operates audio/visual equipment such as cameras, film, sound and video equipment for, Parliament sittings, committee sittings, conferences, MPs workshop, Staff Workshops and other parliament events.
4. Serve as the first point of contact for clients seeking technical assistance and perform remote troubleshooting through diagnostic techniques and pertinent questions over the phone or email.
5. Record events and problems and their resolution in logs.
6. Actively contribute to the Department and corporate requirements, including quality initiatives, and HRAT activities where required.

KEY PERFORMANCE INDICATORS (KPIs)

1. High quality, professional and timely provision of Broadcasting services for all Parliament and Committee sittings including Parliament events
2. High quality, professional and timely support to MPs
3. Ensuring user queries or issues are captured, validated, and triaged for further processing.

4. Active participation in corporate initiatives.

PERSON SPECIFICATION

Essential Qualification: Diploma in Electronic/IT/Engineering or equivalent from a recognized institution.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3-5 years of working knowledge on the areas of outlined in the duty statement (key responsibilities);
2. A strong working knowledge of computer systems, hardware, and software.
3. Good understanding of the 2013 Constitution, Finance Act & Instructions, Procurement Regulations, Information Technology and Computing Services Degree 2013

SKILLS AND ABILITIES

1. Ability to work out multiple alternative solutions and determine the most suitable one.
2. Ability to make sound- fact based judgment.
3. Demonstrated ability to interact, communicate and present ideas.
4. Ability to prioritize and work well under time constraints with minimal supervision.
5. Ability to work in a team to achieve common goals.
6. Ability to accept constructive feedback about their work and an openness to learning new technologies.
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization and work beyond normal working hours.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Department of Legislature operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Department of Legislature and cannot be considered for employment.

All applicants for employment in the Department of Legislature must be under the age of 55, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

The Department of Legislature is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.

Advisory on COVID-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect

employers, employees, customers and the general public at workplaces from COVID-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.