



JOB TITLE: PARLIAMENT ICT ENGINEER

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$34,760.31 - \$44,564.50
3. Duty Station: Information, Communication and Technology Unit
4. Reporting Responsibilities:
 - a) **Reports To:** Manager ICT & Broadcasting
 - b) **Liaises with:** Office of the Speaker, Office of the Secretary-General to Parliament, Deputy Secretary-General, Head of Divisions, Members of Parliament, Staff and other stakeholders
 - c) **Subordinates:** Technician Bookbinder, Broadcasting and Service Desk Technician, Website and Graphic Designer, Engineering Technician and Network and Broadcast Engineer.

POSITION PURPOSE

Ensuring the best ICT and Broadcasting systems and infrastructure availability that enables all necessary support services are provided for the Honourable Speaker, Members of Parliament, Secretary General, Parliament Caucus Office, and the Parliamentary Secretariat Staff.

KEY RESPONSIBILITIES

1. Examine/evaluate current systems and submit proposals for upgrades and changes.
2. Translates business requirements to technical requirements. Formulates and defines systems scope and objective based on user needs and understanding of the business process.
3. Keeping scheduled broadcast running in the studio and addressing broadcasting problems that may arise.
4. Sets up and operate various broadcasting equipment such as recording, video and editing equipment for operational readiness.
5. Design and implement security, backup, and redundancy strategies to maintain data safety.
6. Provide technical expertise and recommendation in assessing ICT upgrades or new projects.
7. Operates, maintains, troubleshoots, and repairs complex electronic, computer-based, optical, and mechanical broadcasting systems. Repair and maintain equipment in emergency and preventative situations.
8. Prepares and maintains various technical records and engineering logs pertaining to broadcast equipment performance and discrepancies.
9. Actively contribute to all corporate requirements of Parliament, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Executive Management and Members of Parliament are provided with reliable and accurate advice regarding ICT to support their decision-making process in a timely manner.
2. Develop suitable ICT solutions to aid in sharing, storing, and accessing information.
3. Ensure prompt resolutions of any ICT troubleshooting issues with a quick turnaround time.

4. All ICT reports, systems and usage analyses submitted within agreed timelines.
5. Monitor and manages the ICT help desk.
6. Active participation in corporate meetings and specific activities.

PERSON SPECIFICATION

Bachelor in computer science, or a Professional Certificate/Diploma, Advanced/Higher/Graduate Diploma in Computer Science/Information Technology, Engineering (Computer/Telecommunication), Science & Technology or equivalent

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 in the areas of information technology and communication services.
2. Good understanding of the Fijian Constitution and all other relevant legislative and policy frameworks.
3. Working knowledge of Industry certifications would be advantageous: CCNA, CompTIA Storage+, CompTIA Cloud Essentials, CompTIA Convergence Technologies Professional (CTP+), passed two exams towards CCNP, ITIL Intermediate Capability, MCPD Web/Windows Programming, Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Systems Engineer (MCSE), and Information Security Foundation. Good understanding of the 2013 Constitution, Finance Act & Instructions, Procurement Regulations, Information Technology and Computing Services Degree 2013. Working knowledge of Television Broadcasting and production.

SKILLS AND ABILITIES

1. Organizational abilities and the ability to be impartial, confidential and to make firm decisions.
2. Demonstrates behaviour that reflects high levels of performance and a strong work ethic; has a focus on results, ethical decisions, and balance.
3. Demonstrated ability to manage demanding workloads and tight deadlines.
4. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven team leadership skills and abilities.
5. Excellent written and verbal communication skills including public relations skills.
6. Service-oriented approach and ability to develop, coordinate and maintain stakeholder relationships.
7. A good working knowledge of Microsoft Office Suite and in particular Word, Excel, and PowerPoint.
8. Strong analytical and problem-solving skills.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji 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 Parliament of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of Fiji 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.