



Job Title: Broadcasting and Service Desk Technician

CORPORATE INFORMATION

1. Position Level: Band F
2. Salary Range: \$24,261.72 – \$30,615.98
3. Duty Station: Parliament Office, Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Technician
 - b) **Liases 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 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 specialised broadcast systems and equipment for live-to-air broadcasts and streams in a complex and dynamic environment.

KEY RESPONSIBILITIES

1. Installing, maintaining and operating Parliament Television equipment for live broadcasts, internet streaming of Parliament and Committee proceedings.
2. Conduct functional and operational testing procedures to ensure quality performance of broadcast equipment 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 logs.
6. Actively contribute to the Department and corporate requirements, including quality initiatives and activities where required.

KEY PERFORMANCE INDICATORS (KPIs)

Performance will be measured through the following indicators:

1. All setup and testing of all forms of Visual and audio systems during daily Committee Meetings or Parliament Sittings are carried out within an agreed timeline and in accordance with standards.
2. All servicing & maintenance; and all other ICT related are successfully carried out within agreed timeframes and in accordance with guidelines.

3. All reporting requirements required of the position submitted within the given timeframe and in accordance with standard reporting timelines
4. All other agreed IT tasks and corporate requirements are facilitated within specified timelines and standards.

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 experience with audio and video equipment used in broadcasting.
2. A strong working knowledge of computer systems, peripherals, and communication hardware.
3. Working knowledge of application software to assess problems in the execution of applications.
4. 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 judgments.
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 Parliament of the Republic 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 the Republic of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of the Republic 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 the Republic 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.