



## Job Title: Senior Systems Analyst

### CORPORATE INFORMATION

1. **Position Level:** Band H
2. **Salary Band:** \$37,434.18 - \$47,684.02
3. **Duty Station:** Corporate Services Division.
4. **Reporting Responsibilities:**
  - a) **Reports to:** Manager Information, Communications and Technology.
  - b) **Liases with:** the Head of Divisions, Deputy Secretary-General. Secretary-General to Parliament, Speaker, Members of Parliament (MPs), Staff and stakeholders.
  - c) **Subordinates:** Broadcasting & Service Desk Technician and Technician (Book Binder).

### POSITION PURPOSE

The Senior Systems Analyst is responsible for the comprehensive maintenance and support of broadcasting, multimedia, and conferencing systems within the Parliament of Fiji. This role ensures seamless operation, high availability, and prompt resolution of technical issues, while also collaborating with stakeholders to meet all technical requirements for parliamentary sessions and events.

### KEY RESPONSIBILITIES

1. Performs Examination and evaluation of current ICT system to identify requirements and areas for improvement by submitting detailed proposals for necessary upgrades and changes.
2. Conduct assessments on new platforms to ensure technology solutions leverage cutting-edge integration capabilities.
3. Technical Translation: Translate business requirements into precise technical requirements, formulating and defining system scope and objectives based on user needs and business processes.
4. Documentation and Training: Properly document system modifications, develop comprehensive system manuals, training and create training manuals for users.
5. System Management: Manage and monitor all installed systems and infrastructure to ensure optimal performance and availability.
6. Setting up, operating, and maintaining equipment to ensure clear and strong signal quality for television broadcasts and recordings
7. Design systems to implement changes and improvement, supervise upgrades of existing systems and installations of new systems.
8. Security and Backup: Design and implement robust backup and redundancy strategies to ensure data safety and integrity.
9. Supervision: Supervise the work of the Service Desk and Broadcasting Technicians, Engineering Technician, and Bookbinding Technician, ensuring high performance and adherence to standards.
10. Continuous improvement - Seek out ways to improve organizations processes, analyze new technologies and cost benefits of implementing new systems.

11. Additional Duties: Undertake any other duties or tasks assigned by the supervisor to support the ICT and broadcasting functions of the Parliament.

## **PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Ensure the continuous operation of ICT and broadcasting systems with minimal downtime, addressing any interruptions promptly.
2. Guarantee uninterrupted and high-quality broadcasts of all Parliament and Committee sittings.
3. Promptly resolve technical support requests, with urgent issues addressed as a priority.
4. Successfully complete ICT and broadcasting projects within the agreed timelines and budget, meeting project objectives.

Effectively manage staff and resources to achieve operational efficiency.

## **PERSON SPECIFICATION**

An Undergraduate Degree in Information Technology, Computer Science, Software Engineering or equivalent from a recognised institution with more than 3 years' extensive experience in managing information technology and communication services.

**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.

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

## **KNOWLEDGE AND EXPERIENCE**

1. 3-5 years' experience in managing networking and broadcasting infrastructure.
2. Has extensive experience working with clients, and other external stakeholders.
3. Working knowledge in the areas of information technology and networking services.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
5. An excellent working knowledge of Microsoft Office Suite, particularly Word, Excel, and PowerPoint.

## **SKILLS AND ABILITIES**

1. Technical Proficiency: Extensive knowledge of broadcasting, multimedia, and conferencing systems, including configuration, maintenance, and troubleshooting.
2. Networking: Strong understanding of network protocols, infrastructure, and security to ensure reliable and secure system operations.

3. System Integration: Expertise in integrating various hardware and software components to create cohesive and efficient systems.
4. Problem-Solving: Excellent analytical and problem-solving skills to diagnose and resolve technical issues promptly.
5. Project Management: Ability to manage multiple projects simultaneously, ensuring they are completed on time and within budget.
6. Technical Support: Proficiency in providing technical support and training to users, ensuring they can effectively utilize the systems.
7. Communication: Strong verbal and written communication skills to collaborate with stakeholders and document technical processes.
8. Adaptability: Ability to stay updated with the latest technological advancements and apply them to enhance system capabilities.
9. Attention to Detail: Meticulous attention to detail to ensure the accuracy and reliability of system operations.
10. Team Collaboration: Ability to work effectively in a team environment, coordinating with other IT professionals and stakeholders.

### **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.