PARLIAMENT OF THE REPUBLIC OF FIJI

Job Title: Parliament - Database Developer

CORPORATE INFORMATION

1. **Position Level**: Band G
2. **Salary Band**: $32,038.10- $40,429.04
3. **Duty Station**: Corporate Services Division.
4. **Reporting Responsibilities:**
   a) **Reports to**: Senior System Analyst.
   b) **Liaises with**: Manager Information, Communications and Technology, the Head of Divisions, Deputy Secretary-General, Secretary-General to Parliament, Speaker, Members of Parliament (MPs), Staff and stakeholders.
   c) **Subordinates**: Nil.

POSITION PURPOSE

The Database Developer plays a critical role in supporting the digital infrastructure of the Parliament of the Republic of Fiji. This position is responsible for designing, developing, testing, and maintaining secure and efficient software systems that enhance parliamentary operations, legislative processes, and public engagement. The role ensures that all digital solutions align with the strategic goals of Parliament and uphold the principles of transparency, accountability, and political neutrality.

KEY RESPONSIBILITIES

1. Build and maintain databases for legislative records, Hansard transcripts, committee reports and bill tracking systems.
2. Develop stored procedures, triggers and functions to support parliamentary workflows.
3. Collaborate with parliamentary stakeholders to gather and analyze system requirements, ensuring alignment with institutional goals.
4. Design user-friendly interfaces monitor and optimize database performance for both internal systems and public facing portals.
5. Troubleshoot and resolve issues related to data access and reporting.
6. Conduct rigorous system testing and debugging to ensure reliability and performance.
   Maintain and upgrade existing systems to improve functionality, security, and compliance.
7. Ensure all systems comply with national data protection laws and parliamentary ICT security policies.
8. Provide technical support and training to parliamentary staff and Members of Parliament.
9. Document processes, system configurations, and user manuals for institutional continuity.
10. Implement backup, recovery and disaster recovery strategies.
11. Contribute to ICT projects that promote digital transformation and innovation within Parliament.
12. Ensure data integrity, accuracy and compliance with parliamentary standards
13. 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. Timely delivery of software solutions that meet parliamentary and user requirements.
2. High system availability and minimal operational disruptions.
3. Positive feedback from Members of Parliament and staff on system usability.
4. Full compliance with ICT security and data governance frameworks.
5. Effective collaboration with internal and external stakeholders.
6. Effectively manage staff and resources to achieve operational efficiency.

PERSON SPECIFICATION

A degree in Computer Science, Software Engineering, Information Technology, or a related field from a recognized institution.

Relevant industry certifications (e.g., Microsoft Certified: Azure Developer Associate, Oracle Certified Java Programmer, CompTIA Security+, ITIL) are advantageous.

~~Farmiliarity~~Familiarity with cloud-based database solutions (Azure, AWS, Google cloud)

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

KNOWLEDGE AND EXPERIENCE
1. 3–5 years of experience in software development and system integration.
2. Experience with web and database development (e.g., HTML, CSS, JavaScript, PHP, Python, SQL).
3. Familiarity with the software development life cycle (SDLC) and agile methodologies.
4. Understanding of cybersecurity principles and data protection regulations.
5. Experience in a government or parliamentary environment is highly desirable.

SKILLS AND ABILITIES

1. Technical Proficiency: Strong coding skills and familiarity with modern development tools.
2. Problem-Solving: Ability to troubleshoot and resolve software issues efficiently.
3. System Design: Capable of designing scalable and maintainable systems.
4. Communication: Clear communication skills for both technical and non-technical audiences.
5. Teamwork: Collaborative approach in a multidisciplinary and politically neutral environment.
6. Adaptability: Willingness to learn new technologies and respond to evolving parliamentary needs.
7. Attention to Detail: Precision in coding, testing, and documentation.
8. Project Management: Ability to manage time and tasks effectively to meet institutional deadlines.

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.