PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION – IT MANAGER (ADMINISTRATION)

1   IDENTIFICATION

AGENCY: *Works and Highways*	SYS. POSN. NO:		REF. NO: *60HWMD05*	
WING *Highways Management*	DESIGNATION/CLASSIFICATION: *IT Manager– Grade 13*			
DIVISION:	LOCAL DESIGNATION: *IT Manager*			
BRANCH: Administration	REPORTING TO: *Manager-Administration*	SYS. POS. NO:	REF. NO: *60HWM02*	
SECTION:	LOCATION: *Headquarters - Boroko*			

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-AOO	*10/12/2021*	*RE-NO, RE-CLASS, RE-DESIGN*

2   PURPOSE

To ensure Information Technology plans of the Division is fully implemented inconsistent with the Department's Information & Technology Branch's Strategic ICT Infrastructure plans.

3   DIMENSIONS

Nil

4   PRINCIPLE ACCOUNTABILITIES

Responsible to the Executive Director and the Division through the Office Manager on matters relating to the Information Technology and Communication Infrastructure Plans for the Division and its implementation in consultation with the Department's IT Branch. Advise Senior Management on the trends and solutions about ICT and see that ICT Project within the office/division are completed on time and within budget

5   MAJOR DUTIES

5.1   *Responsible for the procurement, operation, and maintenance of the division's ICT infrastructure and equipment's*

5.2   *Manage and coordinate with the Department's ICT Branch for implementation of ICT infrastructure plans within the Division*

5.3   *Ensure the Division Divisional critical data is stored safely and can be recovered from any disaster*

5.4   *Provide technical support on communication, networking, and server related issues*

5.5   *Ensure proper security is made available for all divisional documentations and equipment*

5.6   *Plan, organize, control and evaluate IT and electronic data operations*

5.7   *Ensure security of data, network access and backup systems, and preserve assets, information security and control structures*

5.8   *Identify problematic areas and implement strategic solutions in time*

5.9   *Audit systems and assess their outcomes*

6 NATURE AND SCOPE

Responsible for reporting to the Office Manager on all ICT matters relating to planning, procurement and implementation with close consultation with the Department's ICT branch.

6.1 WORKING RELATIONSHIP

6.1.1 Internal
Reporting to Reports to the Office Manager and maintains close consultations with the Department's ICT Branch

6.1.2 External
Some contact with ICT and telecommunication companies, vendors and suppliers

6.2 WORK ENVIRONMENT
Position is located at Department of Works Headquarters within a technical division and responsible for planning, procuring and implementing all ICT and telecommunication requirements for the division in close consultation with the Department's ICT Branch

7 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules/procedures

7.1.1 *This job operates under the usual Government and Department Rules and Procedures mainly detailed under the General Orders, Public Finance & Management Acts and Financial Instructions, the Departmental Policies, Internal DoW Policies and Procedures and the relevant agreements between Department Works & Implementation and the Government of Papua New Guinea*

7.2 Decision

7.2.1 *Decisions taken shall be in line with the applicable law, standard practices for contract management, departmental policies and relevant agreements in place*

7.3 Recommendations

7.3.1 *Any recommendations made should be in line with the applicable act, biding documents, the good procurement manual and other relevant conditions, guides, manuals, standards, and specifications*

8 CHALLENGES

8.1 *Maintaining an efficient and safe IT systems for the Division and within Budget*

9 QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

9.1.1 *Tertiary Qualification, preferably a Degree in Communications Engineering, Information Technology or any ICT related field and show the industry experience to perform on the job*

9.1.2 *A member of a recognized engineering and /or information Technology Body acceptable to DPM*

9.2 Knowledge
Knowledge on information technologies relevant to the Division, including selective procurement of software programs, hardware devices and equipment's suitable to the efficiency of the Division

9.2.1 *Expertise in data centre management and data governance*

9.2.2 *Proven working experience as an IT Manager or relevant experience*

9.2.3 *Excellent knowledge of technical management, information analysis and of computer hardware/software systems*

9.3 Skills

9.3.1 *Demonstrate ability to manage and complete projects to the highest standard with attention to detail and agreed deadlines and budgets*

9.4 Work Experience

9.4.1 *More than five (5) year of experience as ITC professional, having experience in all elements of information technology (computers and communication technologies and applications) managing ITC projects and developing policies*