

Tuvalu Government – Job Description



Position Title:	IT Officer (Information Technology Officer)	
Level and Salary (P/L):	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Finance	Treasury
Location:	Funafuti	
Reports to:	Government Accountant	

JOB PURPOSE:

Manage and monitor computer systems and networks of the whole of government mainly those accessing the Government Financial Information Management System (TechOne)

KEY RESPONSIBILITIES:

1. Monitor and maintain computer system and network.
2. Control and manage security access of FMIS users.

MAIN DUTIES AND OUTCOMES:

1. Troubleshoot system and network problems, diagnosing and solving hardware or software faults
2. Support the roll-out of new system
3. Set up new users' accounts and profiles and deal with password issues
4. Provide assistance and support to users either face to face or over the phone
5. Support new system developments in collaboration with TechOne
6. Monitor work flow processes within the FMIS on a daily basis to ensure continuous flow of information

MANDATORY REQUIREMENTS:

Bachelor degree in Information Technology, Information System or Computer Science or its equivalent.

At least three to five years working experience preferable with a knowledge in accounting software or a similar area.