MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE

ROLE DESCRIPTION: SYSTEMS ANALYST DEVELOPER

PARTICULARS OF THE POSITION

Role:	**Systems Analyst Developer**
Band:	Band G (Steps 1 to 4)
Salary range:	$32,999.24 - $41,641.91
Location:	HQ, Suva
Division:	Human Resource Division
Reports to:	Manager IT
Subordinates:	Nil

POSITION PURPOSE

The position is responsible for assisting in gathering, design, implementation & deployment of software systems for Headquarters and Fiji Missions abroad as well as to support the operational and network services at Headquarters and in any official functions.

KEY RESPONSIBILITY AREAS

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the Ministry:

1. Review and analyze the effectiveness and efficiency of existing IT systems.
2. Assist in the design, develop, update, and implement business applications/ systems to meet MOFA requirements and development standards.
3. Troubleshoot, Train and coordinate users on IT issues within the Ministry.
4. Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving of further leveraging these systems.
5. Coordinate and perform in-depth tests, including end user reviews, for modified and new systems.
6. Liaise with external government or industry organizations as required to investigate, design, establish, and maintain inter-agency information systems.
7. Assist in preparing monthly reports for senior management or any other specified reports as and when required.
8. Actively contribute to all corporate requirements of the Ministry where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. IT systems are installed, maintained, and managed efficiently within agreed timeframes; and
2. Conduct timely updates of all applications and websites.
3. Timely submission of information and data for reporting; and
4. Actively contribute to all corporate requirements of the Ministry where required.

PERSON SPECIFICATION

In addition to an undergraduate bachelor's degree in computer science and information Technology with 2-3 years of relevant work experience (or equivalent with 3-5 years of relevant work experience); Industrial Certification would be an added advantage, the following Knowledge, Experience, Skills, and Abilities required to successfully undertake the duties of this role:

Knowledge and Experience

1. At least 2-3 years of relevant work experience in a similar role.
2. Working knowledge of object-oriented programming concepts and languages (preferably: PHP, HTML/CSS, JavaScript), C#, Java.
3. Knowledge of relational databases SQL Server and MySQL
4. Understand the role of Information Technology and Computing (ITC) Services in government; and
5. Understanding relevant IT-related policies and regulations would be an advantage.

Skills and Abilities

1. Excellent communication skills and the ability to tactfully deal with end users and/or stakeholders well within the legal boundaries.
2. Ability to follow instructions – written and verbal;
3. Work within the given period for building an application;
4. Ability to prepare and deliver relevant training modules for the built applications;
5. Must be able to work in a team without supervision;
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

All applicants for employment in the Ministry of Foreign Affairs and External Trade must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age 60 years, in sound health, with a clear police record. The selected applicants will be required to provide a medical and police clearance, prior to taking up duty as a condition of employment.