



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Head –ICT Corporate Services	
MINISTRY: Ministry of Finance & Treasury	
DIVISION: SIG ICT Services	DUTY STATION: SIG ICT Services, Lengakiki
POSITION NUMBER: 273-00023	MINISTRY VACANCY NUMBER:
POSITION LEVEL: L12/13	SALARY RANGE: \$83,475.79 -\$91,069.87
THIS POSITION REPORTS TO: Permanent Secretary, Ministry of Finance and Treasury	
POSITIONS SUPERVISED: Officer Manager, Principal Finance Officer, Procurement Officer, Receptionist, Driver & Cleaner.	

SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on economic, financial, and fiscal policy; services include statistics, economic management, governance, financial reporting, revenue collection, border protection and ICT services across the public sector.

The SIG ICT Services (SIG ICTS) division within the Ministry of Finance & Treasury is mandated to deliver innovative, sustainable, and secure ICT solutions, in an environment that fosters talent and focus on standards, taking pride in the role of SIG ICT Services in enabling SIG to provide improved services to the public and private sectors.

The Head of Corporate Services assists the Director ICT with developing, implementing, monitoring and reporting of ICT's strategic and annual planning, budget and managing ICT's administrative and corporate services functions and resources to ensure all divisions within ICT can fulfil their mandated obligations.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Assist the Director by managing ICT's planning, monitoring, and reporting in compliance with SIG Governance standards outlined in SIG's Corporate Planning Guidelines March 2013.
2. Manage the development, implementation and review of ICT's property and asset management processes, policies, registers, service contracts and insurance policies to ensure ICT's assets support ICT operations.

3. Manage ICT's budget and financial management functions to ensure budget and financial services efficiently support ICT's operations.
4. Manage ICT's human resource management activities to ensure Public Service policies, rules and regulations are applied across the Division.
5. Liaise with MOFT Finance, Treasury and Corporate Services Divisions on ICT financial, asset management and HR matters to ensure compliance and processing are within SIG Laws, Legislation and Policies.
6. Assist Deputy Directors with finance, budget, planning and reporting, recruitment, staff development, workforce planning, performance management and discipline activities.
7. Manage ICT's corporate services team to ensure internal and external stakeholders achieve their outcomes and organizational objectives.
8. Manage ICT's electronic and hard copy records and registry, including monitoring the use of ICT assets, overseeing the maintenance of ICT's register of assets including, Vehicle Fleet Management and Drivers Log Book.
9. Any other duties as reasonably required by Chief Information Officer.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. ICT's Corporate and annual reporting is completed efficiently in compliance with SIG Governance standards outlined in SIG's Corporate Planning Guidelines March 2013.
2. ICT's property and assets are managed efficiently; management and staff have access to assets and resources needed to meet operational needs.
3. ICT's budget and financial management functions managed efficiently supporting ICT's operational needs.
4. SIG's human resource management policies and procedures applied efficiently, supporting ICT managers and staff with all HR processes.
5. ICT's financial; asset management and HR processes meet full compliance with SIG Laws, Legislation and Policies.
6. Quantity and quality of assistance provided to Deputy Director's with finance, budget, planning and reporting, recruitment, staff development, workforce planning, performance management and discipline activities.
7. Efficient management of ICT's corporate services team supporting internal and external stakeholders to achieve their outcomes and organizational objectives. Excellent relationships with internal and external stakeholders supporting ICT developments and operations.

8. ICT's electronic, hard copy records, registry assets and maintenance of assets managed efficiently, supporting ICT operations.
9. All other duties assigned completed efficiently.
10. 100% attendance and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications and or Experience

Tertiary Qualifications in Business, Management or Public Administration or at least 5 years' experience in a corporate services management role.

Behavioural

Communication, Conflict resolution, resilience

Desirable

Training in Management and Leadership

Capabilities Required

Ability to build and manage effective teams
Ability to interpret and apply legislation and policy
Ability to negotiate and influence
Ability to make timely decisions

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key criteria:

- KSC1:** Demonstrated ability to lead a team of administrators providing financial, human resource and asset management corporate services to ICT professionals providing Digital Government Services and ICT Projects.
- KSC2:** Demonstrated ability to support corporate and annual planning and reporting functions for SIG's ICT Division.
- KSC3:** Excellent knowledge of SIG financial, asset and human resource management legislation and policy for the management of corporate services.
- KSC4:** High level of written and verbal communication skills, including the ability to prepare written reports and engage effectively with staff and clients at all levels.
- KSC5:** Demonstrated strong ethical convictions, a commitment to quality service and ability to complete work in a high-pressure environment.
- KSC6:** Outstanding work attendance record and a strong commitment to upholding Public Service Values and Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,210.60 - \$3,502.69	Annual Salary: \$83,475.79 - \$ 91,069.87
Annual Leave entitlement: As per Public Service Policy	
Other Conditions of Service relevant to this position: <ul style="list-style-type: none">• Other <i>A Housing Allowance</i>• <i>B Other standard leave entitlements outlined in the General Orders for SIG Public Servants</i>	

SECTION H - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments:

Approved