	RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Senior Network Engineer	
MINISTRY/OFFICE: Ministry of Finance & Treasury	
DIVISION: SIG ICT Services	**DUTY STATION:** SIG ICT Services, Lengakiki
POSITION NUMBER: 273-00025	**MINISTRY VACANCY NUMBER:**
POSITION LEVEL: L10-L11	**SALARY RANGE:** $ 67,578.21- $ 81,348.88
THIS POSITION REPORTS TO: Deputy Director – Infrastructure	
POSITIONS SUPERVISED: None	

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 Senior Network Engineers, Network Engineers, Network Administrators and the Network Technicians are responsible for overseeing and administering, upgrading, expanding and maintaining all Solomon Islands Government Computer Networks.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Work with vendors and contractors to ensure the secure operations of SIG network products and services.

2. Assist in the development of business documents to guide Infrastructure network team's operations such as standard operating procedures, network configuration, network mapping, processes, and service records.

3. Supervise ICT's network engineer's operations including HR activities, leave plans, performance appraisal, associated network training and development to ensure work plans and goals are the priority.

4. Assist in the design, integration, interoperability and implementation of solutions to improve efficiency of the current network to comply with the industry standards and best practice.

5. Implement the configuration and set up of all networkable appliance directly related to the Infrastructure network team.

6. Utilize and oversee the service management system to provide timely and effective support to SIG clients in your area of responsibility.

7. Undertake any other duties as reasonably or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

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

1. Network products and services function efficiently and securely with the assistance of vendors and contractors.

2. Quantity and quality of business documentation guiding the Infrastructure network teams operations.

3. Infrastructure network teams HR activities are completed efficiently, leave and training plans, performance appraisals focusing on work plans and goals.

4. Solutions to improve efficiency of the current network developed and implemented, meeting the industry standards and best practices.

5. Networkable appliances are configured and efficiently deployed on the network.

6. Infrastructure team's tickets within the Service management system resolved in a timely and effective manner.

7. Other duties undertaken efficiently and timely.

8. 100% attendance and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory:

BSC/BA in Computer Science or other relevant fields with at least 3 years of experience in network diagnostic, monitoring and analysis tools

Desirable:

Experience with implementing IT systems, Network Devices, Certification in cisco, citrix, ITIL and Service Management, Proven experience in network and architecture and professional certification

Behavioural:

Good Communication skills, Sharp Troubleshooting skills, Customer service, Ethical behaviour

SECTION F - KEY SELECTION CRITERIA

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

KSC 1 Previous experience in the administration, maintenance, expansion and upgrades for a large and complex computer network such as the Solomon Islands Government ICT Services.

KSC 2 Demonstrated ability or previous experience supervising network support staff and functions for a large multi-user organisation.

KSC 3 Previous experience implementing IT systems, network devices, exposure to cisco, citrix, ITIL, network service management and network architecture.

KSC 4 Excellent written and verbal communication skills with demonstrated ability to translate technical specifications and concepts to layman terms.

KSC 5 Demonstrated strong ethical convictions, a commitment to quality service and ability to complete work in a high-pressure environment.

KSC 6 Outstanding work attendance record and a strong commitment to upholding Public Service Values and Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: $ 2,599.16- $ 2,941.85 **Annual Salary:** $ 67,578.21- $ 81,348.88

Annual Leave entitlement: As per Public Service Policy

Other Conditions of Service relevant to this position:

- Other *A Housing Allowance*
- *B Other standard leave entitlements outlined in the General Orders for SIG Public Servants*

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   **Date Approved**

Additional Comments: