



RS FORM 2 - JOB DESCRIPTION

SECTION A - POSITION DETAILS

POSITION TITLE: Network Engineer (Infrastructure)	
MINISTRY/OFFICE: Ministry of Finance & Treasury	
DIVISION: SIG ICT Services	DUTY STATION: SIG ICT Services, Lengakiki
POSITION NUMBER: 273-10076	MINISTRY VACANCY NUMBER:
POSITION LEVEL: L9-L10	SALARY RANGE: \$ 60,084.18 - \$76,488.05
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 Network Engineers together with the Network Administrators and Network Technician 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. Utilize systems and processes to proactively monitor and report network performance, troubleshoot problems and investigate faults.
2. Support the service management system requests to provide timely and effective support to Infrastructure teams SIG clients

3. Update and maintain business documentation for network configuration, network mapping, processes, and service records.
4. Assist in the design, implementation and deployment of network and security solutions and improve the efficiency of current networks.
5. Conduct research on network products, services, protocols, and standards to remain abreast of developments in the networking industry and ensure the network aligns with service needs and industry best practice and standards.
6. Support and maintain SIG network operations and improve of existing business processes for the respective areas managed.
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. Proactively monitoring and reporting network performance, troubleshooting problems and investigating faults as measured by tickets in the Service Management system.
2. The service management systems tickets are resolved in a timely and effective manner in your area of responsibility
3. Quantity and quality of business documentation for network configuration, network mapping, processes, and service records.
4. Network and security solutions have improved the efficiency of current networks by improved performance metrics, such as uptime
5. Presentation of research on network products, services, protocols, and standards to Management
6. Quality and quantity of business processes within the Infrastructure network team that are improved and implemented.
7. Efficiently completing any other duties as reasonably required or directed by the Responsible Officer or Supervisor.
8. 100% attendance and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory:

Tertiary Qualification in IT

3 years' experience in similar role or 5 years of progressive experience in information technology.

Desirable:

Experience implementing IT systems, Network Devices,

Certification in cisco, citrix, ITIL Service Management.

Proven experience in network and architecture and professional certification.

Behavioural:

Communication, 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** Demonstrated ability to provide support, administration, maintenance, expansion, and upgrades for a large and complex computer network such as the Solomon Islands Government ICT Services.
- KSC 2** Experience in supporting and implementing IT systems, Network devices, Cisco, Citrix, ITIL and Service Management and Proven experience in network and architecture and professional certification.
- 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: \$ 2,310.93- \$2,941.85 **Annual Salary:** - \$ 60,084.18 - \$76,488.05

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:

.....
Permanent Secretary/Responsible Officer

16/1
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Date Approved

Additional Comments:

Approved