

**RS FORM 2 - JOB DESCRIPTION**

**SECTION A – POSITION DETAILS**

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| **POSITION TITLE: Software/DevOps Engineer** |
| **MINISTRY/OFFICE: Ministry of Finance & Treasury** |
| **DIVISION:** SIG ICT Services | **DUTY STATION:** SIG ICT Services, Lengakiki |
| **POSITION NUMBER:** NEW  | **MINISTRY VACANCY NUMBER:** |
| **POSITION LEVEL: L11-L12** | **SALARY RANGE:** $ 78,614.63 - $ 86,209.38 |
| **THIS POSITION REPORTS TO:** Deputy Director – Digital Transformation and Strategic Projects |
| **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 Software/DevOps Engineer is responsible for the management of systems and IT solutions that are in operation but under constant change and development. Responsible in regards to those systems for: Planning, Design and implementation, Documentation, System Analysis, Software and systems Development, Project Planning, Tests and Deployment.

**SECTION C - KEY DUTIES**

This position is required to undertake the following duties:

1. Responsible for the management of systems and IT solutions that are in operation but under constant change and development.
2. Design and implement software solutions that adhere to current architecture standards in order to support the systems and services used by SIG Ministries/Agencies.
3. Documentations: Writes specifications and documentation for the server-side features.
4. Systems analysis: Analyzes the technology currently being used and develops plans and processes for improvement and expansion. Provides support for urgent analytic needs.
5. Development: Develop codes, builds, installs, configures, and maintains SIG IT systems or solutions.
6. Project planning: Participates in project planning meetings to share knowledge of system options, risk, impact, and costs vs. benefits. In addition, communicates operational requirements and development forecasts.
7. Testing: Tests code - utilize SIG GitHub repository to analyze, push or pull codes, processes, and deployments to identify ways to streamline and minimize bottle necks or even errors.
8. Deployment: Uses configuration management software to automatically deploy updates and fixes into the production environment from dev, test, UAT, or training environment.
9. Maintenance and troubleshooting: Perform routine application maintenance to ensure the production environment runs smoothly. Develops maintenance requirements and procedures.

**SECTION D - KEY DELIVERABLES**

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

1. Service Availability of IT Solutions under the management of this role.
2. Producing and maintaining detailed documentation for software and systems, including setup guides, architecture diagrams, and API references.
3. Business Requirements for new and upgraded systems.
4. Managing source code repositories with version control systems like Github, and ensuring proper branching and merging practices.
5. Analyzing and optimizing the performance of systems to ensure they meet the required service-level objectives.
6. New and updated system builds. New or updated IT systems deployed.
7. Project plans and Test plans and results.
8. Efficiently completing any other duties as reasonably required or directed by the Responsible Officer or Supervisor.
9. 100% attendance and compliance with Code of Conduct

**SECTION E – QUALIFICATIONS AND CAPABILITIES**

**Desirable**

* Tertiary Qualifications in DevOps and Project Management.

**Mandatory Qualifications and or Experience**

* Qualifications (Diploma, Degree or higher) in IT, DevOps, Citrix, Software Development, SDLC - Software Development Lifecycle and Business Analysis, Database Development – MSSQL, PostgreSQL, MySQL or related field.
* 2 years’ experience in similar role and 3 years of progressive experience in Information Technology (IT).

**Behavioural:**

* Communication, Conflict resolution, resilience

**SECTION F - KEY SELECTION CRITERIA**

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

* **KSC 1** Demonstrated ability to support Systems in Operations and constant change.
* **KSC 2** Demonstrated ability to lead ICT Projects for live systems.
* **KSC 3** Demonstrated ability to communicate, coordinate gather and compile information from different stakeholders.
* **KSC 4:** Qualifications in IT, DevOps, Citrix, Software Development, SDLC - Software Development Lifecycle and Business Analysis or Database Development – MSSQL, PostgreSQL, MySQL etc.
* **KSC 5** Two years of experience in a similar role with at least 3 years of progressive experience in leading ICT projects.
* **KSC 6** Excellent written and verbal communication skills with demonstrated ability to translate technical specifications and concepts to layman terms.
* **KSC 7** Demonstrated strong ethical convictions, a commitment to quality service and ability to complete work in a high-pressure environment.
* **KSC 8** Outstanding work attendance record and a strong commitment to upholding Public Service Values and Code of Conduct.

**SECTION G - TERMS AND CONDITIONS**

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| **Fortnightly Salary:** $ 3,023.64-$ 3,315.75 | **Annual Salary**: $ 78,614.63 - $ 86,209.38 |
| **Annual Leave entitlement**: As per Public Service Policy |
| **Other Conditions of Service relevant to this position:*** Other Housing Allowance
* Other standard leave entitlements outlined in the General Orders for SIG Public Servants
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