



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

CONTRACT TERM: Three (3) years

SALARY RANGE: \$61,886.71-\$ 78,782.70

POSITION LEVEL: L9/L10

THIS POSITION REPORTS TO: Deputy Director – Infrastructure Systems

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 Engineer, working closely with the Senior Network Engineers, is responsible for upgrading, expanding, securing, and maintaining the Solomon Islands Government's computer networks. A key responsibility of the position is to support the implementation, monitoring, and ongoing maintenance of school connectivity initiatives under the iConnectivity Pillar of the ICT Master Plan for Education. This includes assisting with network design, installation, configuration, troubleshooting, performance monitoring, technical documentation, and coordination with schools, service providers, and relevant stakeholders to ensure reliable and sustainable internet connectivity for schools across Solomon Islands.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Use systems and processes to proactively monitor and report network performance, troubleshoot problems and investigate faults.
2. Update and maintain knowledge-based system for network configuration, network mapping, processes, and service records.
3. Apply policies, procedures, and associated training plans for network administration, usage, and disaster recovery.
4. Assist in the Design and deploy of SIG LANs, WANs, and wireless networks, routers, hubs, switches, UPSs, VoIP phone systems, video systems and other hardware.
5. Assist in the Installing, configuring, updating and supporting network equipment including routers, proxy servers, firewalls, switches, WAN accelerators, DNS and DHCP.
6. Implement any new network and security solutions and improve the efficiency of current networks.
7. Assist with the research on network products, services, protocols, and standards to remain abreast of developments in the networking industry in order to keep the network current and align with service needs and industry best practice and standards.
8. Support the network operation for fulfilling SIG's objectives and processes.
9. Implement and manage all network security solutions.

SECTION D - KEY DELIVERABLES

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

1. Effective monitoring and reporting on network performance, troubleshoot problems and investigate faults.
2. Updated knowledge-based system for network configuration, network mapping, processes, and service records.
3. Policies, procedures, and associated training plans for network administration, usage, and disaster recovery.
4. LANs, WANs, and wireless networks, routers, hubs, switches, UPSs, VoIP phone systems, video systems and other hardware.
5. Network equipment including routers, proxy servers, firewalls, switches, WAN accelerators, DNS and DHCP Installed, configured, updated and supported.
6. New network solutions and improved the efficiency of current networks.

7. Network security solutions.
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

Mandatory:

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

Desirable:

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

Behavioural:

Communication, Sharp Troubleshooting skills, Customer service, resilience

SECTION F - KEY SELECTION CRITERIA

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

KSC 1: Demonstrated experience and ability to lead 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 to provide network support for a large number of users for an organisation such as the Solomon Islands Government with experience in a similar role.

KSC 3: Experience implementing IT systems, Network Devices, Certification in cisco, citrix, ITIL and Service Management, 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 organisational values, professional standards, and the Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 2,380.26– \$ 3,030.10 Annual Salary: \$61,886.71-\$
78,782.70

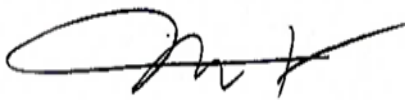
Annual Leave entitlement: **28 days per annum**

Other Conditions of Service relevant to this position:

- Other Housing Allowance
- 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:



20/07/2026

Permanent Secretary/Responsible Officer

Date Approved

Additional Comments: