

PROP/TFD – Local IT Consultant

ATTACHMENT 1: KEY RESPONSIBILITIES:

- Responsible for managing and overseeing information technology (IT) systems;
- Manage the Fisheries Department's hardware and software facilities;
- 3. Provide technical and operational support to staff to ensure the effective and efficient use of the systems;
- Work with necessary staffs in designing databases and webpages, emails and other related matters of the Department;
- Provide back up support as necessary;
- Undertake other duties as directed

Main Duties and Outcomes:

- Monitor and maintain computer systems and network;
- Responsible for the procurement of computers/laptops, servers, printers, photocopiers, and all electronic equipment of the department;
- Working continuously on a task until completion (or referral to third parties, if appropriate)
- Install and configure computer hardware operating systems and applications
- Troubleshooting system and network problems and diagnosing and solving hardware or software faults;
- Train staff the basics of computer skills and troubleshooting matters;
- Providing support, including procedural documentation, diagram and relevant reports as guides;
- Setting up new users' accounts and profiles and dealing with password issues;

Other duties as required;

- Work with Fisheries Officers in designing and managing the Fisheries Website and other awareness materials;
- Work with each section in designing, developing and managing databases;
- Replacing parts as required;
- Conducting electrical safety checks on computer equipment
- Manage all electronic equipment of the department;
- Other duties as required of him on a timely manner.

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ATTACHMENT 2: QUALIFICATIONS AND EXPERIENCE

Position Profile The position requires high quality professional work, sound judgement, integrity and ability to come up with solutions to any IT issues. The required qualifications at this level include a degree, diploma or other appropriate tertiary qualification as well as relevant experienced commensurate with the job.

Required Qualification and Experience

- Tertiary education in information technology, networking, and related discipline;
- In-depth knowledge of the programs and applications use – Microsoft, Linux or Cisco technologies;
- PC and laptops maintenance;
- A minimum of three (3) years relevant experience.

Desirable Requirements:

- Good networking/system design and database development skills;
- Ability to operate and fix networking systems and tools such as printers, photocopiers, etc;
- Good command of written and spoken English;
- Good communication skills with an ability to interact with all stakeholders;
- Good organizational and time management skills;
- Able to adapt to changing requirements and situations;
- Ability to prioritize your workload;
- Ability to work during off hours;
- Sound time management;

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ATTACHMENT 3: ADDITIONAL INFORMATION

Terms and Conditions of Employment

Duration

This is a full time ‘Contract Officer’ position. The appointment will be for a one-year period. There will be a 3-month probationary period prior to contract confirmation. The contract may be extended beyond the 1-year appointment period, subject to satisfactory performance and the department needs.

Remuneration

Remuneration for this position will be at Level 4 of the Tuvalu Civil Service Salary Structure for 2018, plus a 20% loading to cover incidental costs (including personal transportation) and to account for the non-permanent nature of the position. The salary band within Level 4 will be agreed with the successful applicant based on qualifications and experience. Payments will be made at the rate of 1/26th of the agreed remuneration rate per fortnight. The amount of remuneration will be fixed for the 1-year duration of the contract. This appointment is not subject to annual increments, or to other Civil Service allowances.

Other benefits

- Employer’s National Provident Fund contribution (10% of salary);
- A housing allowance of \$6,500 for the contract year, payable at \$250/ fortnight;
- 20 working days annual leave per year.
- Annual first class leave fares within Tuvalu to the contractor’s home island, for the contractor,

- spouse and children under the age of 18, reimbursable on submission of receipts;
- Maximum of 10 working days sick leave per year.

Office facilities

The Department of Fisheries will provide office space, furniture, computer equipment, stationery, internet access and other facilities required for the effective performance of the contractor's duties.

Transportation

The contractor is responsible for his/ her own transportation as required to attend the office.

Travel

When the contractor is required to travel on official purposes within Tuvalu or internationally, boat or air tickets and other travel costs will be paid directly by the PROP. The contractor's DSA or per diem will be covered by PROP using Tuvalu Government per diem rates.