 **SAMOA BUREAU OF STATISTICS**

**JOB DESCRIPTION**

**Position Title: Senior IT Officer**

**Division/Section: ICT and Data Processing Division**

**Salary Grade: A13, $34,840 pa**

**Location: Gov’t Bldg. Level 1.**

**Position Code: BS001058**

**Supervisor Code: BS001036**

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| Overview of Ministry |

The Samoa Bureau of Statistics is the leader in providing relevant, quality statistics for the benefit of Samoa. This will be achieved through its mission to help users make informed decisions and track progress by providing relevant, quality statistical information and services from a statistical system developed through effective partnerships.

Goal 5: Ensuring that the strategic factors that enable the delivery of the statistical goals are in place: Statistics environment, coordination, communication and dissemination; statistics infrastructure; financial resources; human resources & IT systems.

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| Purpose of Position |

This position ensure that our IT provides much technical support in providing statistical and quality information for planning and policy formulation of the government and facilitate communication to achieve the divisional goal.

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| Key Relationships |

**Responsible to:**Chief Computer Operator

**Responsible for:**1. IT Officer, 3 Key Punch Operators

**Functional relationships:**Internal: Government Statistician, Management and Staff of SBS

External: PSC and MOF SBS Stakeholders

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| Key Responsibilities |

**KRA 1: IT Infrastructure (Computer Hardware including Local Area Network)**

* Oversee the operation of information technology infrastructure (Computer Hardware including Local Area Network) throughout the Ministry.
* Analyze the requirements of the organization and organize IT resource of the Ministry accordingly.
* Manage the implementation of established standards and policy for information technology infrastructure and computerized information systems.

**KRA 2: Administer the Help Desk**

* Oversee the user help desk in relation to inquiries regarding information technology infrastructure and computerizes information systems.
* Evaluating the needs of the organization and choosing the most suitable software, hardware and other IT requirements such as networking.

**KRA 3: Server and Virus Protection and Firewall**

* Ensuring security of the physical and virtual components of information Technology such security of the server rooms and installing virus protections and firewalls.
* Organizing information, storing them securely and creating backups system.
* Manage preventative maintenance on IT infrastructure including the identification of when external support/repairs are required.

**KRA 4: Maintain Procurement and Capacity Building (Training)**

* Assist in the development of standards for IT infrastructure e.g. procurement.
* Provides monthly reports on project status as well forecasts of utilization e.g. internet usage.
* Provide training when the staff and IT support staff required.

**Job Competencies/Specifications)**

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| **MERIT** | **Job Competencies** | **Descriptors** |
| **SKILLS & ABILITIES** | 1. Communication and Presentation Skills 2. Computer systems, networks and problem solving skills 3. Maintenance and Repair IT Equipment 4. Data Processing programming skills | * Communicates clearly in English and Samoan both written and verbal * Correspond, convey and report in sequential order information and work related matters to minimize misinterpretation * Possess a strong understanding of key issues, use of effective delivery tacts for a convincing and balanced rationale. * Very good skills in Microsoft Excel, Access, PowerPoint, Word etc, * Have an in depth understanding of diverse computer systems and networks. * Ensure security and privacy of networks and computer systems. * Good Knowledge of internet security and data privacy principles. * Excellent diagnostic and problem solving skills * Demonstrate an open minded attitude when assessing a wide range of issues and impacts within a defined context. * Understands theoretical side of matters and application in practical situations on arising issues where relevant * Support IT systems and user, installs computer systems and software and maintains computer networks and connectivity. * Offers troubleshooting support and repair when IT equipment or networks malfunction. * Follows emergency plans for equipment, power or security failures when necessary and protects data. * Assist in the design and development of Census and Surveys data processing systems. * Assists in developing of data collection using CAPI, in CSPRO and Survey Solution. |
| **PERSONAL ATTRIBUTES** | 1. Commitment and Personal Drive 2. Integrity 3. Ethics and Values | * Work effortlessly in any circumstances * Committed to the work, team and organisation by cooperating in team activities and valuing the input of staff at every level. * Work together to achieve a common purpose. * Acts with integrity at all times * Demonstrates precision in work operations and being able to explain own actions * Role models professionalism and objectivity in approach to sensitive matters. * Presents only authorized information where needed. * Familiar with the Code of Conduct * Role Models the SPS values of motivate other in the timely delivery of work results. |
| **EXPERIENCE & PASTWORK PERFORMANCE** | Relevant working experience. | * At least two (2) years of relevant work experience in IT environments, infrastructure and Data Processing Programming. |
| **QUALIFICATIONS** | A minimum Bachelor Degree on computer science, and specialised courses will be an advantage from a recognised education institute | * A minimum Bachelor Degree qualification in Computer Science, and specialised courses will be an advantage from a recognised education institute |