

FINANCE & ADMINISTRATION DIVISION**POSITION DESCRIPTION**

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POSITION: SYSTEMS PROGRAMMER	DEPARTMENT: ICT	ISSUE DATE: July 2017 REVISED DATE: Aug 2018

INCUMBENT:	X1
DEPARTMENT :	ICT
LOCATION :	Valelevu
REPORTS TO:	Manager ICT
DATE :	2018

Purpose:

Implement and analyse complex systems for HA, which includes planning development, testing, and deployment processes for various divisions. Performs systems analyst activities and make recommendations in areas that require a high level of technical competency. Attend to Business applications and related software application development projects.

Accountabilities

- 1. Perform Systems Analysis/Database Design/Programming:**
 - Dissemination of right and accurate information according to specified requirements.
 - Controls are placed in through proper validations and error messaging.
 - Risk analysis and recommendation.
 - Conduct application testing and provide database management support.
 - Create and maintain documentation as necessary for operational and security audits.
 - Designs databases and data dictionary criteria.
 - Establish new users, manage access levels and reset passwords.
 - Assists in developing user documentation and departmental policies and procedures that impact the use of application systems.
- 2. Perform Backup and ensure database restoration**
 - Manage and ensure backup process are in place and tested.
 - Schedule automation backup.
 - Verify backup log and validity.
 - Update backup procedures and restore database\file.
- 3. Reporting Tool\System**
 - Deliver ad hoc report.
 - Creating custom report software.
 - Assists with dashboard and report generation.
 - Evaluating new technologies to ensure advancement of technology architecture and data within organization Business Intelligence needs.
- 4. Thorough knowledge of each system through continual analysis**
 - Avoid costly and time-consuming recovery procedures
 - Proper identification of the best line of action to take when carrying out programming changes
 - Provide technical support to avoid unnecessary system overheads
 - Better problem-solving ability

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5. Provide Training:
 - Maintain program documentation as user manuals.
 - User training
 - Systems Librarian
6. IT Project Management
 - Ensuring a prompt response to IT problems/issues that may arise.
 - Liaise with Hardware, Software and communications network vendors
 - Facilitating and managing new system enhancement requests
7. Assist Manager ICT in the provision of technical and operational advice to Management on strategic direction of the ICT team.

Working Relationships:

Internal

- Manager ICT
- General Manager Finance & Administration
- Users – clarification of procedures and specifications

External

- Software vendors

Major Challenges:

- Increase output and reduce system delivery time.
- Ensure continuous development via initiative for personal IT knowledge growth.
- To ensure HAFs Information system operations are running with least disruptions.

Competencies, Experience and Qualifications:

The following competencies, experience and qualifications are required to do this job:

- Bachelor's degree in Information Systems/Computer Science
- 4 year's work experience in MS.Net platform, MS SQL Server, Oracle DB, Windows Server, Red Hat Operating System, MS Dynamics NAV and administration, querying and development;
- Thorough understanding of design and implementation of management software, database management, enterprise application integration, program testing and business analysis;
- Good systems and process analysis skills;
- Must be a team player committed to working in a continuously improving and developing environment;
- Independent decision-making capability and proactive problem-solving skills;
- Highly developed negotiation and relationship building skills; and
- Good verbal and written communication skills

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- Must be a strategic thinker and possess excellent interpersonal, analytical and presentation skills;
- Proven ability to work within tight deadlines and with minimal supervision;
- Strong service orientation; and
- Must possess a valid 2 driver’s license.

Salary Range: \$33,000 - \$49,501

Category: 1

Position Holder:

Date:

Manager ICT:

Date:

General Manager Finance & Administration:

Date: