

**FINANCE & ADMINISTRATION DIVISION****POSITION DESCRIPTION**

<b>POSITION DESCRIPTION</b>		
<b>POSITION:</b> SYSTEMS PROGRAMMER	<b>DEPARTMENT:</b> ICT	<b>ISSUE DATE:</b> July 2017 <b>REVISED DATE:</b> Aug 2018

<b>INCUMBENT:</b>	<b>X1</b>
<b>DEPARTMENT :</b>	<b>ICT</b>
<b>LOCATION :</b>	<b>Valelevu</b>
<b>REPORTS TO:</b>	<b>Manager ICT</b>
<b>DATE :</b>	<b>2018</b>

**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:**

**Category: 1**

**Position Holder:**

**Date:**

**Manager ICT:**

**Date:**

**General Manager Finance & Administration:**

**Date:**