

POSITION DESCRIPTION

National Fisheries Authority

AM3746 - ICT Manager

The **National Fisheries Authority (NFA)** is established under its own enabling legislation. It has a regulatory oversight over the Fisheries Sector on behalf of the government of PNG. NFA has international responsibilities in promoting and representing PNG's fisheries interest. NFA also manages international treaties (bilateral & multilateral) on behalf of the government with other third parties where required. Through internal reforms NFA would like to continue to be leader in the fisheries sector in the Pacific promoting sustainable and equitable fisheries development programs.

NFA invites applications from highly motivated individuals for the following positions.
The positions are based in Port Moresby.

ICT Manager

This role reports to the Executive Manager Corporate Services. The ICT Manager is responsible for the Authority's Information Communication Technology operations, user support, user training, network infrastructure, systems security and support.

Key Responsibilities:

- Manage and maintain NFA computer systems to ensure the LAN and system is available to users as required
- Provide technical support to the data registry team in all aspects of system operations including data storage and Troubleshooting
- Outsource hardware and selected software support functions and manage contractors to ensure agreed service standards are met
- Assist MCS with technical aspects related to the operation of the Vessel Monitoring System
- Ensure NFA software is licensed and updated
- Ensure virus control systems are in place for all NFA computers
- Identify priority computer training needs for staff and coordinate computer training in conjunction with Administration and Staffing Officer
- Operate a user-friendly computer help desk
- Ensure secure data storage systems are in place
- Undertake minor systems developments and manage specific computer systems development projects
- Maintain working associations with NFA personnel and contractors in regard to all aspects of computer systems management and operations
- Contribute to information and data work planning, setting work goals, and work planning review processes
- Undertake any associated duties as directed.

Expected Competencies:

- Must have minimum qualification of a diploma or degree in computer science or engineering or appropriate qualifications, accreditations
- Must have at least 10 years` experience
- Demonstrated ability in management of computer systems and LAN's with proven ability to focus on servicing client needs
- Demonstrated capacity in computer problem troubleshooting
- Well-developed project management and organizing skills including oral and written communication skills
- Proven ability to transfer knowledge and computer skills at a level appropriate to users with knowledge of VMS systems and technology
- Understanding of computer-based data management systems appropriate to NFA registry operations

- Clear understanding of data registry functions and data applications
- Sound computer technical skills in both hardware and software systems, including Windows and Microsoft Office software including ability to create database programs using Microsoft Access.

Applications close COB Friday 12th April 2019

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview