



MINISTRY OF FINANCE

ROLE | JOB DESCRIPTION: Manager IT (FMIS)

CORPORATE INFORMATION

1. Position Level: Salary Band I
2. Salary Range: \$48,025.95 - \$61,175.92
3. Duty Station: Suva, limited travel to divisions and districts required.
4. Reporting Responsibilities;
 - a) **Reports To:** Head of Treasury through Manager Financial Operations
 - b) **Liaises with:** Ministry staff, Consultants and key stakeholders on matters related to Financial Management Information System (FMIS)
 - c) **Subordinates:** FMIS System Administrator, IT TA

POSITION PURPOSE

The role of Manager IT is to oversee all aspects of whole of government financial management information system (FMIS) infrastructure, ensuring efficient operations, security, and alignment with whole of government objectives. Manage IT staff, lead projects, develop and implement IT strategies, and address technical issues. The position will work closely with Manager FMIS and oversee system administration, system requirements, test and implementation of new features with system vendor that will help strengthen system operations.

KEY DUTIES

The position will achieve its purpose through the following key duties. Working with the vendor and relevant staffs to:

1. Oversee networks, servers, and operating systems to ensure seamless functionality.
2. Lead IT projects, including implementation, timelines, and budgets.
3. Create and enforce IT policies, including disaster recovery and security protocols.
4. Supervise IT staff, provide training, leadership, and support.
5. Resolve technical issues to minimize downtime and improve system performance.
6. Collaborate with ministries, departments and agencies to identify technology needs and solutions.
7. Manage relationships with vendors for hardware, software, and services.
8. Develop and implement IT strategies aligned with whole of government objectives.
9. Identify opportunities for improvement in IT processes and technology.
10. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure system input forms and approval matrix are updated in system to ensure correct processes are followed and FMIS Policy is strictly adhered to in providing access to the users
2. Any system abnormalities are reported urgently to Bisan team for rectification and Head of Treasury is updated of such system failures/errors/abnormalities.

3. Maintain a log register for all errors encountered and action taken to rectify the errors to ensure similar errors do not re occur and correct measures are taken appropriately in line with Standard Operating Procedures which ensures operations are not affected.
4. Perform daily back-up of the system to ensure data is available to restore the system to avoid any cases of data-loss.
5. Review and update FMIS user controls, checklists, approval matrixes and forms to ensure processes are aligned as per Finance regulations.

PERSON SPECIFICATION

In addition to Bachelor of Science Degree majoring Computer Science & Information systems or related field (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 10 years technical experience of successfully performing high level responsibilities in the public or private sector for an ICT function, system, or company.
2. Experience in managing and providing support to reputable Financial System specifically for large organisation
3. Sound knowledge of programming languages and operating systems (ex: Microsoft Windows Server, Microsoft SQL Server, Microsoft Power Bi, Microsoft Excel), current equipment and technologies, enterprise backup and recovery procedures, and systems performance monitoring.
4. Expertise in implementing, configuring, and testing IT solutions.
5. Fair knowledge of cyber security and ISO27001 related.
6. Strong creative and analytical thinking

Skills and Abilities

1. Sound knowledge of IT best practices, policies and regulations
2. In-depth understanding of programming, computer science and digital security
3. A clear understanding of client/server technology and network architecture
4. Good communication, including writing, speaking and active listening also is able to work independently managing whole of government accounting system
5. Strong problem-solving, attention to detail, critical thinking and decision-making skills and able to work beyond normal working hours.
6. Customer service and interpersonal skills
7. Understanding of teams and how to work effectively within a team environment.
8. Great project management skills, including organization, planning, time management and prioritization.

Personal Character

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants