MINISTRY OF FINANCE

ROLE | JOB DESCRIPTION: FMIS Systems Administrator

CORPORATE INFORMATION

1. Position Level: Salary Band H
2. Salary Range: $38,557.21 - $49,114.54
3. Duty Station: Suva, limited travel to divisions and districts required.
4. Reporting Responsibilities;
   a) **Reports To:** Head of Treasury via Manager IT FMIS
   b) **Liaises with**: Ministry staff, Consultants and key stakeholders on matters related to Financial Management Information System (FMIS)
   c) **Subordinates**: N/A

POSITION PURPOSE

The role of the System Administrator (FMIS) is to provide technical assistance & technical support on the whole of FMIS operations. The role will work closely with the Manager IT FMIS and the Manager FMIS and be responsible for administration of the system, analyses system requirements, test and work with the system vendor to implement new features 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. Maintain and daily supporting the FMIS, assisting to provide quality system outputs and system processes where necessary;
2. Manages technical changes required to align system operations to meet operational requirements. Ensure the system is able to support financial reform agendas and priorities;
3. Maintain and build a cordial working relationship with the system vendor and participates in future system development processes and integration platforms working with the vendor as and when required to support operations including system scalability;
4. Perform all necessary FMIS maintenance, including coding, testing, debugging, upgrading, patch management and any system alterations supported by the vendor;
5. Maintains log register and document all system changes; Maintains an incident logs for all issues raised daily including system downtime and Conducts training on user management activities with the module lead team;
6. Support alternation of end user manual when necessary to reflect operational requirements and when the need arises, works with system vendors on the provision of technical support, maintenance and enhancement;
7. Maintains an updated version of system user listing annually, Manages and oversees daily system backup, system network issues and database issues and ensure the security and integrity of the system is maintained;
8. Provides innovation on new applications and assists the vendor on system integration platforms;

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All system issues raised on the system logs are resolved as per agreed timelines;
2. All user trainings are conducted as instructed;
3. Existing frameworks including FMIS forms and user access privileges are amended as and when required;
4. Annual completion and update of user listing;
5. Manage and maintain an effective and efficient Financial Management Information System to ensure timely access of quality financial information;

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 3 years' experience in an IT environment focusing on system support and system administrative duties, database functionalities, end user requirements and intranet;
2. Sound knowledge of product development, system life cycle and project management, designing new system functionalities and modifications, programming, documenting, system testing and implementation;
3. Sound knowledge of SQL, VB.Net, relational database and client/server technologies, patch management, data analysis & scripting;
4. Sound knowledge of application and general IT Controls within system applications;
5. Fair knowledge of cyber security and ISO27001 related;
6. Well versed with spreadsheet based numerical analysis;
7. Understanding of teams and how to work effectively within a team environment.

Skills and Abilities

1. Communication skill to define and document system requirements, system needs and operational requirements and excellent documentation skills;
2. Willingness to document processes and procedures, enabler of turnover to production;
3. Ability to write and deliver training courses and materials; and exercise tact and good interpersonal skills;
4. Group facilitation, time management, analytical and problem solving skills;
5. Ability to be pro-active with a sense of urgency;
6. Ability to read, understand and communicate technical documentations; and
7. Be a self-starter, a highly motivated person to be able to work in a fast paced environment that is continually changing.

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