



Solomon Islands National Provident Fund Board

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The Solomon Islands National Provident Fund (SINPF) was established by the SINPF Act 1973 making it the only National Superfund in Solomon Islands.

SINPF R&S Form 2

Job Description

Part 1: Position Detail		Part 2: Position Location	
Position Title:	Assistant Manager Information Technology	Department:	Information Technology
Position level:	7.01	Section:	NA
Position No: (existing positions only)	-	Workstation/ Location:	NPF Building.
Position Status:	Full Time	Province:	Honiara
Position Role			
The key role of this position is to assist the Manager of the Information Technology Department in managing operational and strategic mandated responsibilities of the department in effective collaboration with key stakeholders.			

Part 3: Reporting Responsibility	
Reports to; 1. SINPF Board, GM	Directly Reports to; 1. Manager Information Technology
Key Stakeholders	
Internal/External stakeholders? Internal – SINPF Board, Information Technology Team and all Heads of Department. External – NA	

Part 4: Position Detailed Requirements

4.1 – The Key Duties and Responsibilities

The key duties and responsibilities of this position will require to competitively performing the following tasks:

1. Assist in identification, evaluation and installation of the computer hardware and software requirements.
2. Perform regular audits to ensure security practices are compliant
3. Ensure an effective patch management system enabling systems to stay updated on existing patches.
4. Ensure the effective use of Helpdesk, Knowledge & Project management system for IT department purposes.
5. Coordinate technology installations, upgrades, and maintenance.
6. Provide technical support in the management of IT projects and programs
7. Organise weekly, monthly and quarterly meetings as approved by Manager IT
8. Coordinate IT procurement and ensure compliance to SINPF procurement policy and procedures
9. Maintain a robust Business Continuity and Disaster recovery plan and coordinate regular tests.

10. Assist Manager IT in the development of Department Work Plans based on SINPF Business Rolling Plan.
11. Assist Manager IT in the development of IT department's Capital and Operational budgets
12. Any other duties assigned by the Manager IT.

4.2 – The Key Result Areas and Key Performance Indicators *[Insert the expected Key Focus Areas [(KRA), (KPIs)] in the schedule below]*

Main Duties and Responsibilities		Rating	
Key Result Areas	Key Performance Indicators	Weight of KPI	Target (% , No. of Days, Date. etc.)
	<i>To be inserted upon commencement of duty</i>		

4.3: Required Qualifications To Be Successful	
Key Qualification(s)	Other Required Qualification
Bachelor Degree in Computer Science, Information Technology and other related field	3-5 Years of work experience in Information Technology field

4.4 Expected Capabilities and Attributes

The required expected capabilities and attributes to be possessed by the incumbent to this position includes but not limited to the following;

1. The incumbent is expected to competitively perform the role in accordance with the Solomon Islands National Provident Fund Act, Regulation and ICT Policy.
2. Displays strategic and operational capabilities
3. Uphold the SINPF Board values, code of conduct Systems and Rules.
4. Display and impart Leadership Capabilities
5. Diligent in exhibiting excellent personal and professional etiquettes and netiquettes.

4.5 – Expected Standards for Selection

To be considered for this position the following are the expected standards required:

1. Equipped with ICT knowledge and skills in computer hardware and software, compliancy and security practices, technology upgrades and maintenance.
2. Innovative and strategic oriented in helpdesk, technology upgrades and maintenance.
3. Ability to design and implement strategic plan, risk management and business continuity plan;
4. Competitive in investigative, analytic and problem solving qualities.
5. Effective and best equipped with budgeting and reporting capabilities

Part 5: Remuneration Package	
Annual Salary: As per SINPF Salary Level L7.01	Accommodation: As Per SINPF Housing Policy
Fortnightly Salary: As per SINPF Salary Level 7.01	Staff Medical Welfare: As Per SINPF Staff Medical Welfare Policy
Annual Leave Entitlement: 30 Working Days	Transport Allowance: As Per SINPF Transport Policy

Part 6: For Official Use

Having fulfilled the objectives verifying the accuracy of this Job Description as expected to meet the SINPF Board goals and objectives I hereby endorse this Job Description.

Other Remarks

Signature:
GM/CEO
SINPF Board

Date: