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| **Position Title:** | Fisheries Officer – Information Technology  |
| **Level and Salary:** | 4 | $19,486 to $29,400 |
| **Section:** | Corporate Services  | Fisheries Authority |
| **Location:** | Funafuti  |
| **Reports to:** | IT Manager |

**Position summary:**

The Fisheries Officer – Information Technology is responsible for maintaining information technology (IT) systems within the Department with emphasis on software and databases.

**Main responsibilities**:

1. Supporting the IT manager in maintaining the Authority’s Information Technology (IT) systems
2. Manage the Fisheries Authority’s software facilities and databases
3. Provide technical and operational support to staff to ensure the effective and efficient use of software and data management
4. Work with necessary staff in designing databases and webpages and other related software systems of the Department
5. Provide back up support to the IT Manager as necessary
6. Undertake other duties as directed

**Main duties:**

* 1. Assist in maintaining computer systems and network
	2. Responsible for ensuring that appropriate computer software is ordered, installed and updated
	3. Configure computer operating systems and applications
	4. Troubleshooting hardware or particularly software faults
	5. Train staff the basics of computer skills, information security and troubleshooting
	6. Be familiar with the main regional systems used in Fisheries and advise staff on their use

4.1 Work with the Information Officer in designing and managing the Fisheries Website and other awareness materials

* 1. Work with each section in designing, developing and managing databases
	2. Support IT Manage in management of IT and other electronic equipment of the authority

6.1 Undertake other duties as directed by Immediate supervisors on a timely basis

**Person Specifications:**

*Essential minimum requirements:*

Qualifications/experience

* Degree/Diploma in information technology, or other relevant discipline
* In-depth knowledge of the programs and applications in use – Microsoft, Linux or Cisco technologies, PC and laptops maintenance
* 3 years of related working experience

*Desirable experience/qualifications/characteristics*

* Adept with all widely used office applications – Microsoft Office, etc
* Familiar with various communication and video-conferencing systems
* Strong skills in developing databases
* Good command of written and spoken English
* Good communication skills with an ability to interact with all stakeholders
* Good organizational and time management skills
* Able to adapt to changing requirements and situations
* Ability to prioritize your workload
* Ability to work during off hours
* Sound time management

**Other information:**

All permanent staff of the Authority will be engaged on a 3 year contract with renewal subject to performance. The retirement age of the Authority is 60.

*It is expected that officers recognise the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*