

## Land Transport Authority

### Job Description

<b>Date:</b>	August 2021	<b>Position Title</b>	Senior IT Officer
<b>Division:</b>	Corporate Service Division	<b>Classification Level</b>	G5/S1-G6/S7 (\$26,817.16-\$40,695.00)
<b>Directly Supervises</b>			
<b>Reporting Structure</b>	Manager CSD & Principal IT		

<b>Primary Objective</b>	
1	Assist Principal IT Officer in Developing and Sustaining of all critical IT Systems within Land Transport Authority (LTA) for both Upolu and Savaii
2	Exercise judgment in complex cases by making better recommendations on LTA matters which significantly engage IT services and resources
3	Be the principal point of contact for any IT related incidence
<b>Broad Accountability</b>	
1	Ensure that IT resources are allocated effectively
2	Ensure that decisions are made in accordance with law
3	Provide advice on all LTA IT operations to the Corporate Services Manager

<b>Responsibilities</b>	
1	Manage and maintain all LTA IT resources
2	Provide help desk support for LTA staff and report any serious problems to Principal IT & Corporate Services Manager
3	Assist in preparing annual budget recommendations for IT related expenditure
4	Assist in compiling monthly reports to measure system performance
5	Ensure the continuous operation of all mission-critical systems including, but not limited to: <ul style="list-style-type: none"> <li>• Database and file servers</li> <li>• Local and Wide Area Network connectivity</li> <li>• Payroll and Financial System</li> </ul>
6	Protecting LTA IT systems against any risks (including, but not limited to, viruses, data loss, etc)
7	Maintain and Update the LTA website
8	Rebuild Servers, Laptops, and desktop computers and to install other network devices
9	The ongoing development and delivery of IT training programs for LTA staff and all other agencies
10	Ensuring the reliable backup of mission-critical systems and data
11	Managing effective and up to date Asset Registry of all LTA IT resources (software, hardware, contracts)
12	Developing and maintaining IT documentation as appropriate
13	Ensure the use of all LTA IT resources (e.g. Internet and email) meets the, LTA Administration manual, IT Policy and Government policies
14	Any other legal duties as directed by the Reported Personnel

<b>Selection Criteria</b>		<b>Essential - Desirable</b>	<b>Weighting</b>
Qualification	Minimum degree in Computing Science/Information Technology or equivalent Tertiary Qualification	Essential	
Work Experience	Minimum of Three years working experience in the IT field	Essential	
Knowledge and Skills	Demonstrated understanding of the MS Windows XP, VISTA, Windows 7 and Server 2000,2003,2008 operating systems	Essential	
	Demonstrated understanding of networking fundamentals including LANs, WANs, Emails and Internet Connectivity	Essential	
	Demonstrated understanding of database fundamentals	Essential	
	Good understanding in Microsoft applications	Essential	
	Commitment to the LTA Act 2007, Code of conduct, LTA Administration Manual, IT Policy as applicable to the LTA	Essential	
	Ability to make sound decisions demonstrating good judgment and analytical skills	Essential	
	Excellent interpersonal and communication skills, in particular the ability to explain technical systems to inexperienced users	Desirable	
	Excellent technical problem solving skills	Desirable	

#### **Special Requirements of Job**

Require to work outside the office most of the times and weekends if/when required. Must be healthy and energetic

#### **Competencies**

1	Team Player & Team Building
2	Responsible, Listen and Respond
3	Training and coaching
4	Planning, assigning, directing and supervising
5	Integrity/Flexible/Common Sense, Trustworthy
6	Public and Customer Relation expert

**Prepared by:**

**Human Resource**