Land Transport Authority

Job Description

Date:	May 2024	Position Title	IT Officer
Division:	INFORMATION TECHNOLOGY DIVISION	Classification Level	G3/S1-G4/S7 $17,319.26-$27,714.46 p.a.
Reporting Structure	Report to the Senior IT Officer to ensure that they cooperate in performing the tasks allocated to them according to the code of ethics set by the management and the global standards of the IT system on all matters relating to confidentiality of information.		

Primary Objective
To record, keep safeguard and manage all the information concerning overall aspects of the Land Transport Authority to ensure the efficiency and effectiveness of the information system also provide reports if required from time to time.

	Job Function
1	Assist Principal & Senior IT Officer in Managing and Maintaining LTA IT systems.
2	Assist Principal & Senior IT Officer in monitoring system backups, Virus scan software updates, and Windows updates.
3	Also responsible in protecting LTA IT systems against any risks (including, but not limited to, viruses, data loss, etc.)
4	Demonstrated a great knowledge of Website editor using Word Press and other programs.
5	Assist in repairing and replacing IT equipment as necessary.
6	Provide desktop support for LTA staff and other relevant agencies.
7	Ensuring the reliable backup of mission-critical systems and data.
8	Update Asset Registry of all LTA IT resources (software, hardware, contracts)
9	Ensure RTAS records are updated and securely protected.
10	Reconcile physical records and Electronic records if required.
11	Create physical files of vehicles according to months and store them in shelves.
12	Ensure that the use of LTA IT resources (e.g. Internet and email) meets the PSC code of conduct, LTA HR Manual, IT policy and other Government policies.
13	Troubleshooting system and network and diagnosing and solving hardware and software faults
14	Assist Road Use Management and Legal Unit in performing Vehicle Transfer and Ownership Certificate Reissue.
15	Backup to driver's License team in taking photos and printing Driver's License.
16	Demonstrated understanding of the MS Windows XP, VISTA and 2003 Server operating systems
17	Demonstrated understanding of networking fundamentals including LANs, WANs, Emails and Internet Connectivity
18	Good understanding in Microsoft applications, such as Office 2010and 2013
19	Demonstrated understanding of database fundamentals
20	Good knowledge of the RTAS and Driver's License Systems (Highly Desirable)
21	Commitment to the LTA Act 2007
22	Commitment to the Code of Conduct , LTA HR Manual and Public Service Act 2004 as applicable to the LTA

Selection Criteria		Essential - Desirable	Weighting
Qualification	Tertiary Qualification in Information Technology or similar or equivalent industry experience	Essential	
Work Experience	Two - Three(3) years' experience working in an IT role	Essential	
Knowledge and Skills	Be able to deliver training IT supporting staff on all relevant IT skills	Essential	

	Can supervise IT support staff in Data entered (Leadership role)	Essential	
	Sound decision making based on ethics and IT policies	Essential	
	Provide Senior IT Officer with cost effective recommendations and advise on issues that can enhance Data-entry and Vehicle reports generated from the system	Essential	
	Good analytical skills & Problem Solving Skills	Essential	
	Excellent interpersonal and communication skills, in particular the ability to explain technical systems to inexperienced users	Essential	

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

Prepared by:	**Human Resource**