

JOB DESCRIPTION

OSC 08/2024: SYSTEMS ANALYST

CORPORATE INFORMATION

Position Level:	Band G
Salary Range:	\$32,038.10
Duty Station:	Suva
Reporting Responsibilities:	<ul style="list-style-type: none"> a. Reports to the Commissioner b. Liaises with Commission Staff, other Government Agencies, and Statutory Bodies

POSITION PURPOSE

The primary purpose of this position is to assist the Commissioner in analysing and evaluating the commission's information systems and processes to ensure they are efficient, effective, and aligned with strategic objectives. The Systems Analyst is responsible for identifying areas for improvement, designing solutions, and implementing changes to enhance the overall performance of the commission. By working closely with stakeholders across various departments, the Systems Analyst plays a crucial role in driving innovation, streamlining operations, and ultimately achieving the commission's strategic objectives.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

- The Systems Analyst is responsible for analysing the current IT systems used by the Online Safety Commission and identifying areas for improvement.
- The Systems Analyst is responsible for developing and implementing new IT systems or upgrading existing systems to meet the changing needs of the Online Safety Commission.
- The Systems Analyst is responsible for conducting research on new technologies and tools that can enhance the effectiveness and efficiency of the Online Safety Commission's IT systems.
- The Systems Analyst is responsible for identifying potential risks and vulnerabilities in the IT systems and implementing security measures to mitigate them.
- The Systems Analyst is responsible for conducting regular audits and tests of the IT systems to ensure their functionality and security.
- The Systems Analyst is responsible for providing technical support and troubleshooting assistance to end-users in the Online Safety Commission.
- The Systems Analyst is responsible for documenting all IT systems and processes, including procedures, configurations, and backups.
- The Systems Analyst is responsible for coordinating with other IT teams and departments to ensure seamless integration and communication between systems.
- The Systems Analyst is responsible for training end-users on how to use new or updated IT systems effectively.

KEY PERFORMANCE INDICATOR

- Ability to identify and address potential security threats on the online platform. This includes monitoring system logs, conducting regular security audits, and implementing necessary updates to safeguard sensitive information.
- Ability to troubleshoot technical issues promptly and effectively. This involves analysing system performance metrics, identifying root causes of problems, and implementing solutions in a timely manner to minimize downtime.
Ability to collaborate with other team members and stakeholders. Effective communication skills, teamwork, and problem-solving abilities are key indicators of success in this role.
- Efficiency measures how well the systems analyst is able to complete tasks in a timely manner and within budget constraints
- Effectiveness, on the other hand, evaluates how well the systems analyst is able to achieve desired outcomes and meet project goals.
- Number of successful system implementations or upgrades completed within a specified timeframe. This would demonstrate their ability to effectively analyse, design, and implement systems that enhance online safety measures.

PERSON SPECIFICATION

The applicant should possess Diploma/Degree/Bachelor in IT/IS/Cybersecurity or in similar fields. The following knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- At least 3 years' experience working in an IT department or similar field.
- Strong understanding of computer systems and technology is essential. This includes knowledge of programming languages, database management, network security, and cybersecurity.
- Experience in analysing and troubleshooting complex systems is crucial for identifying potential issues and implementing effective solutions
- Familiarity with online safety regulations and best practices is necessary to ensure that the systems developed meet industry standards and protect users from potential threats.

Skills and Abilities

- Capability to work under pressure.
- Demonstrated ability to work as a team and to follow instructions to meet tight deadlines.
- Excellent oral and written communication skills.
- Excellent communication skills to effectively collaborate with other team members and stakeholders.
- Excellent problem-solving skills are crucial for identifying issues within systems and developing effective solutions. The ability to think critically and analytically is also important for assessing data and making informed decisions.
- Strong communication skills are necessary for collaborating with team members, presenting findings to stakeholders, and providing training on new systems or processes.

PERSONAL CHARACTER

All applicants for employment at the Online Safety Commission must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian constitution. Applicants must also be Fijian Citizens, under the age of 60 years, 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.

SUBMISSION DETAILS

Applicants must submit the following:

1. A detailed and updated curriculum vitae (CV);
2. The contact details of at least two (2) referees with one (1) being the current employer if applicable; and
3. Certified copies of academic certificates and transcripts.

Applications stating the vacancy number can be submitted in one of the following ways and must be done by 4.00pm on Friday 16th August, 2024.

Application by*	Delivered to:
Email	careers@onlinesafetycommission.com
Post	'Vacancy Number' The Commissioner – Online Safety Commission G. P. O. Box 51 Government Buildings Suva
Hand Delivery	'Vacancy Number' The Commissioner – Online Safety Commission Level 9 Suvavou House 401 Victoria Parade Suva

Note: Late applications will not be accepted

****Applicants are encouraged to submit their application via email.***