

SYSTEMS ANALYST/PROGRAMMER

Job Identification

Job Reference:	
Job Title:	Systems Analyst/Programmer
Work Unit:	Fisheries Operations Division
Responsible to:	Manager Information Technology
Responsible for:	No staff to supervise
Job Purpose:	This job exists to-: <ul style="list-style-type: none"> • Provide systems analysis, design, and development to FFA and Member countries; and • Provide technical advice and general ICT user support.
Date:	September 2017

About FFA

Vision of the Members of the Pacific Islands Forum Fisheries Agency

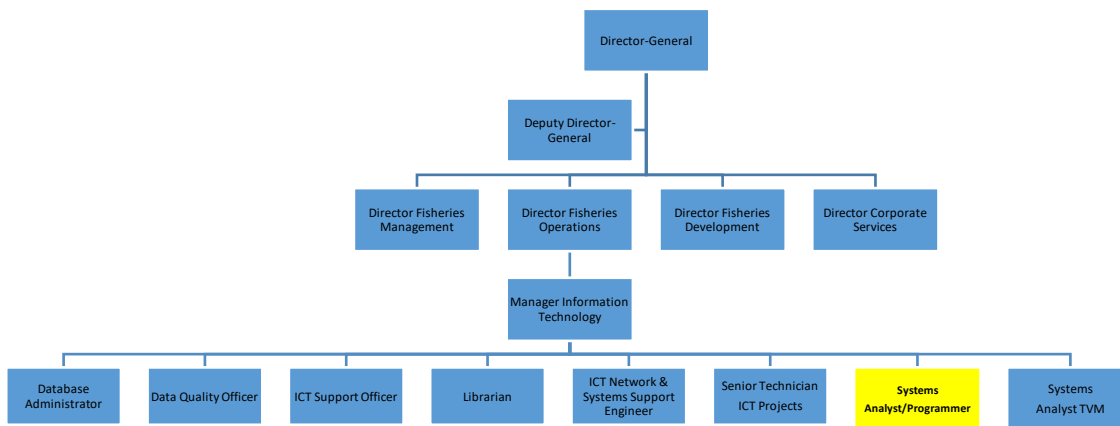
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

Mission for the Pacific Islands Forum Fisheries Agency

To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources.

FFA Strategic Plan 2020

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

- Strategic Technical Advice on Systems
- Systems Analysis and Design
- Systems Development and Maintenance
- General ICT Technical Support

The performance requirements of the Key Result Areas are broadly described below;

is accountable for	and is successful when
Strategic Technical Advice on Systems <ul style="list-style-type: none"> • Providing FFA Executive and Members with technical advice on systems to meet existing FFA strategies 	<ul style="list-style-type: none"> • Timely high quality technical advice is provided
Systems Analysis and Design <ul style="list-style-type: none"> • Ensuring FFA systems, internal and external, are kept current based on evolving technology standards and user requirements • Managing the transition of legacy systems into FFA's current systems • Maintaining accurate up-to-date documentation of FFA systems • Keeping abreast with current technologies and technical developments likely to impact FFA systems 	<ul style="list-style-type: none"> • FFA systems are designed to agreed internal standards • High user satisfaction and utilisation of FFA systems • Legacy systems are identified and phased out • FFA systems are well documented • Regular review of technologies used in FFA systems conducted
Systems Development and Maintenance <ul style="list-style-type: none"> • Developing, testing, and implementing new systems/modules based on FFA user needs and requirements • Maintaining current systems • Training FFA users on any of the current systems 	<ul style="list-style-type: none"> • FFA systems are successfully implemented in accordance with FFA needs and user requirements • users are trained on the current FFA systems
General ICT Technical Support <ul style="list-style-type: none"> • Providing general ICT technical support to the Secretariat and Member country users when required 	<ul style="list-style-type: none"> • Timely user support provided

Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity

<p>The most challenging duties typically undertaken-;</p> <ul style="list-style-type: none"> • Ensuring systems are aligned to FFA strategies; • Keeping abreast of technology advances and future-proofing FFA systems, where possible; and • Managing multiple competing user requests for system enhancements;
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
External <ul style="list-style-type: none"> • FFA Member countries • Regional partner agencies 	<ul style="list-style-type: none"> • Provide technical assistance

<ul style="list-style-type: none"> ICT contractors 	<ul style="list-style-type: none"> Liaise with counterparts on technical matters Manage contractors
<p>Internal</p> <ul style="list-style-type: none"> FFA Executives Manager Information Technology All staff 	<ul style="list-style-type: none"> Provide technical advice Take directions Provide assistance and training

Level of Delegation

The jobholder:

- Nil

Person Specification

Essential	Desirable
<p>Qualification</p> <ul style="list-style-type: none"> Graduate tertiary qualifications in Computing Science, Information Systems, or a related field <p>Experience</p> <ul style="list-style-type: none"> Prior professional experience as a Systems Analyst and/or Programmer; Minimum six years of demonstrated professional experience in an enterprise ICT environment specializing in management information systems, web-based software development, database administration, and open source technology; Demonstrated software development experience in PHP and/or other relevant scripting and programming languages; Demonstrated database development experience in PostgreSQL, MS SQL Server, MySQL or Oracle. <p>Skills, Knowledge, and Abilities</p> <ul style="list-style-type: none"> Excellent analytical skills; Excellent oral and written communication skills in English; Ability to quickly adapt to and understand FFA’s work in the region; and Ability to work individually or as part of a small inter-disciplinary team. 	<p>Qualification</p> <ul style="list-style-type: none"> Relevant professional certification (e.g. RHCE/RHCSA, AWS Certified Solutions Architect, MCSE, etc.) <p>Experience</p> <ul style="list-style-type: none"> Software development experience in the Laravel PHP Framework; Android mobile application development experience in Ionic or related language; and Prior work experience in the Pacific and/or a developing country situation.

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert Level	Fully conversant with all applications of the skill/knowledge in a range of environments. Would be recognized by others as an expert in this skill. Could also be expected to train others in this skill.
Advanced Level	Thorough understanding of skill/knowledge area. Able to pass on skills in this area. Recognized by colleagues as having proven skill/knowledge in this area.
Working Knowledge Level	Sufficient skill to apply in day-to-day operations in a fluctuating environment. Does not require supervision for routine tasks.
Awareness	Limited understanding of skill/knowledge area. Sufficient in order to perform basic tasks.

Key Behaviours

All employees are measured against the following Key Behaviours as part of Performance Development

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

Personal Attributes

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others

- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/ cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment-including technological requirements or statutory changes. Such Change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager/Supervisor

Date:

Employee

Date: