Samoa Land Corporation Job Description

1. Job Identification

Job Title:	Principal IT Officer / Team Leader
Department / Division:	Corporate Services Division
Location:	Headquarters
Reports to:	Manager, Corporate Services
Direct Reports:	Nil

2. Job Purpose

This position is responsible for the day to day management of the IT environment, including ICT infrastructure, as well as the coordination and oversight of projects relating to system design and development. The Principal IT Officer/Team Leader plays a critical role in the selection, implementation and management of appropriate information technologies that will assist in the achievement of strategic objectives identified for each financial year and objectives laid out in SLC's ICT Strategy.

3. Key Result Areas

- Planning / Policy Development
- Infrastructure planning
- Project planning and execution
- Administration operations
- Budgeting and contracting
- Compliance monitoring
- Performance management
- Reporting

4. Main duties and responsibilities

Main Duties and Responsibilities	Deliverables / Outcomes
PLANNING / POLICY DEVELOPMENT	- Assist in coordination and formulation of Annual and Corporate Plans of the Corporation. - Prepare work plans for the IT Section. - Develop an IT Strategy for the SLC. - Devise, document and maintain ICT policies and procedures that:

Main Duties and Responsibilities	Deliverables / Outcomes
	o ensure operational (business) continuity o assure data accuracy, security, legal and regulatory compliance; and o assure compliance with standard operating procedures (SOPs). • Review procedural guidelines for troubleshooting hardware, software, network operating system and technical maintenance and issue guidance where appropriate. • Provide advice on IT issues and planning to the Manager, Corporate Services and assist with communication to the SLC Board of Directors. • Determine opportunities for improvement of current IT systems, and assess future IT needs by consulting with people at all levels of the organisation and recommend changes to senior management through the Manager, Corporate Services. • Together with other managers and the Senior Team Leader, Human Resources & Administration, gather and analyse changing requirements of users and develop effective and feasible options to satisfy user requirements with recommendations to senior management through the Manager, Corporate Services.
INFRASTRUCTURE DEVELOPMENT/ INFRASTRUCTURE MAINTENANCE	• Maintain an effective and reliable computer infrastructure for SLC by ensuring the timely reporting of any issues that might be detrimental to performance. • Analyze network problems and manage preventative maintenance procedures. • Install approved hardware and software, define program specifications for future upgrades, and provide general hardware troubleshooting and support. • Design, and develop database systems relevant to SLC end-user requirements, including for LMS, SQL Server. • Develop a user-friendly SLC intranet for internal use by staff. • Develop a user-friendly SLC website for public awareness.
DATA INTEGRITY / DATA SECURITY	• Ensure appropriate policies, procedures and practices are in place and operating to maximise security of all electronic data by advising the General Manager, through the Manager, Corporate Services, wherever changes to existing policies, procedures and practices are warranted.
STAKEHOLDER ENGAGEMENT / STAKEHOLDER MANAGEMENT	• Analyze computer users' requirements by consultation to determine hardware and software configurations and development needs and prepare cost benefit analysis and recommendations to the

Main Duties and Responsibilities	Deliverables / Outcomes
	• General Manager through the Manager, Corporate Services. • Efficiently respond to staff day-to-day computer problems.
BUDGETS & CONTRACTS	• Assist the Manager, Corporate Services in the development of the Department's annual budget documentation. • Coordinate the selection, acquisition, development and installation of major information systems and make appropriate recommendations to the Manager, Corporate Services. • Provide advice to the Manager, Corporate Services on evaluation, selection, implementation and maintenance of information systems, to ensure appropriate investment in strategic and operational systems. • Provide advice into the technical specifications to be included in all hardware and software acquisitions and maintenance contracts, soliciting involvement and participation of other management team members as appropriate. • Monitor the implementation of approved annual operating and capital budgets for information technology systems in conjunction with Managers. • Maintain knowledge of latest technology, equipment, and terms of service agreements to minimize the financial investment required to meet established service levels and maximise performance within SLC. • Evaluate alternatives options, perform appropriate cost benefit analysis, and recommend solutions that maximize effectiveness and minimize costs commensurate with acceptable risks. • Oversee relationships with vendors for service and support of all information systems and technologies.
PROCUREMENT	• Coordinate with the Senior Team Leader, HR and Administration Section and the Accounts Department on the purchase of efficient and cost effective technological equipment and software.
ADMINISTRATION	• Maintain data/log of required repairs and maintenance schedules and identify and prepare hardware for disposal when appropriate. • Check and ensure proper maintenance of all computers and software application used by the SLC. • Maintain current and accurate inventory of technology hardware, software and resources (including life span) and report, through the Manager, Corporate Services, to the executive management from time to time. • Regularly maintain & update information on SLC website as approved by the General Manager through the Manager, Corporate Services.

Main Duties and Responsibilities	Deliverables / Outcomes
PERFORMANCE MANAGEMENT	- Devise a schedule of work with targets for the work area and ensure that work targets are achieved. - Institute effective and efficient systems for team and individual performance evaluation. - Conduct periodic evaluation of team and individual employee performance.
STAFF DEVELOPMENT	- Work with HR & Administration Unit to analyse IT training needs across SLC work units. - Conduct training programs in the use of the current or new systems and any other computer programs that are suitable for the SLC. - Conduct regular on-the-job training for staff under supervision.
REPORTING	- Prepare monthly and annual reports to management, through the Manager, Corporate Services, on achievements against budgeted outputs. - Prepare statistical reports from computer systems as required by management.
OTHER	Any other duties as assigned by the Manager, Corporate Services and the GM from time to time.

5. Working conditions

Work is performed usually indoors under normal work conditions in a quiet, clean and comfortable environment. Schedules are usually established and regular, usually 40 hours per week. The job incumbent might be occasionally required to work extended hours in the evening after usual work hours.

6. Physical requirements

Normal physical requirements. No prolonged sitting, standing or lifting of heavy objects required to undertake the role.

7. Job Profile / Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Education:	A recognize tertiary qualification in Computer Science, Information Technology and/or related field will be considered	
Relevant Work Experience:	Relevant work experience in similar roles in Information Technology designation.	Previous experience managing and maintaining network servers.
Specialised Knowledge (Technical Competencies):	- Excellent knowledge of technical management, information analysis - In-depth understanding and experience in computer hardware	Experience managing IT budgets

CRITERIA	ESSENTIAL	DESIRABLE
	and software and programs. • Comprehensive understanding of network architecture and client/server technology • Experience in the evaluation of IT systems and their specifications	
Skills and Abilities (Personal Competencies):	• Excellent analytical and problem solving skills • Good prioritisation skills with flexibility to adapt plans • Excellent team player with good communication and interpersonal skills • Customer service orientation • Sound work ethic and high level of integrity	
Professional Certification:		Professional Certification in areas such as Cisco Certified Network Professional, Microsoft Systems Engineer / System Administrator.