



OFFICE OF THE ATTORNEY-GENERAL

JOB DESCRIPTION: COMPUTER TECHNICIAN

CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: \$19,041.75 - \$24,412.50
3. Duty Station: Suva, limited travel to divisions and districts required.
4. Reporting Responsibilities;
 - a) **Reports To:** Senior Administrative Officer
 - b) **Liases with:** Office staff, Government ministries and departments and relevant stakeholders
 - c) **Subordinates:** Nil

POSITION PURPOSE

The officer is responsible to the Solicitor-General through the Director Corporate Services for the installation, maintenance and repair of computers and networks of the Office.

KEY DUTIES

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

1. Setting up hardware and installation and configuration of software and drivers;
2. Maintenance and repair of technological equipment (e.g. routers) or peripheral devices;
3. Managing security options and software in computers and networks to maintain privacy and protection from attacks;
4. Performing regular upgrades to ensure systems remain updated;
5. Troubleshooting system failures or bugs and providing solutions to restore functionality;
6. Arranging maintenance sessions to discover and mend inefficiencies;
7. Offering timely technical support and teaching users how to utilise computers correctly;
8. Assisting to purchase IT inventories;
9. Maintaining and updating relevant registers and record-keeping.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All activities related to principal accountabilities completed and delivered as planned; and
2. All activities carried out in compliance with the policy and procedures, service standards and applicable legislation.

PERSON SPECIFICATION

A diploma in computer science or information systems or equivalent from a recognized institution.



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KNOWLEDGE AND EXPERIENCE

1. Proven experience in a similar role;
2. Must be well versed in computer systems and network functions
3. Proficiency with LAN/WAN networks; and
4. Thorough knowledge of internet security and data privacy principles

SKILLS AND ABILITIES

1. Demonstrated ability to troubleshoot for problems in computers, networks, internet and servers; and
2. Demonstrate ability to use different software programs (experience with Adobe Photoshop is desirable).
3. Ability to work diligently and accurately and will possess proven problem solving ability in order to fix issues and ensure functionality
4. Excellent organization skills and attention to detail;
5. Ability to handle a heavy workload, complete work accurately and according to strict timelines.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizens, in sound health, aged below 60 with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Office of the Attorney-General is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.