

SAMOA QUALIFICATIONS AUTHORITY

JOB DESCRIPTION

POSITION TITLE: Senior Information Technology Officer
SALARY: SO5 \$43,323 p.a.
DIVISION: Corporate Services Division
RESPONSIBLE TO: ACEO Corporate Services
IMMEDIATE SUPERVISOR: IT Specialist

PRIMARY OBJECTIVE:

Assist the IT Specialist in developing, implementing, monitoring, and reviewing SQA Information Systems, IT Annual Work Plan, and IT policies.

DUTIES AND RESPONSIBILITIES:

1. Support the development and review of SQA Information Systems, IT Annual Work Plan, and IT Policies.
2. Develop and modify database systems, portals, websites, and other software applications.
3. Assess IT needs, formulate solutions, and recommend necessary IT infrastructure.
4. Administer server hardware/software, considering budget, technology updates, and security.
5. Monitor network systems, ensuring security and timely user support.
6. Maintain and update the Authority website.
7. Manage electronic information systems and documentation.
8. Provide IT updates and recommendations in the absence of the IT Specialist.
9. Maintain computer inventory and logs, recommend technology procurement, and troubleshoot issues.
10. Recommend standards for IT equipment and software procurement.
11. Train staff on new and existing IT systems.
12. Install and activate new network hardware/software.
13. Stay updated on technology to optimize performance.
14. Support and maintain virtual environments (e.g., VMware).
15. Administer and support Linux-based systems.
16. Develop scripts and programs to automate tasks.

SELECTION CRITERIA:

1. Bachelor's Degree in Computer Science, IT, Information Systems, or related field. (Essential)
2. At least two years of experience in a similar role. (Essential)
3. Experience with database server setup and configuration. (Essential)
4. Knowledge of T-SQL, SQL-Server, MySQL, and MS Access. (Essential)
5. Programming skills in C, C++, C#, Visual Basic, VBScript, or JavaScript. (Essential)
6. Experience with Windows Server configuration and security. (Highly Desirable)
7. Experience with VMware and virtualization technologies. (Highly Desirable)
8. Experience with Linux systems. (Highly Desirable)

9. Ability to define objectives and implement strategies. (Highly Desirable)
10. Team player with good communication skills. (Highly Desirable)