

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

Date 24.9.28

**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFICT.022
<b>OFFICE:</b> LEVEL 3, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> SENIOR SYSTEM ADMINISTRATOR, GRADE 15	
<b>DIVISION:</b> INFORMATION & COMMUNICATION TECHNOLOGY	<b>LOCAL DESIGNATION:</b> SENIOR SYSTEMS ADMINISTRATOR – DATA CENTER	
<b>BRANCH:</b> INFRASTRUCTURE	<b>REPORTING TO:</b> TEAM LAEADER DATA CENTER	<b>REF. NO:</b> DFICT.019
<b>SECTION:</b> INFRASTRUCTURE	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
	24.03.2025	Revised-Re-designated

**2. PURPOSE**

- The Senior Systems Administrator is responsible for the design, implementation, security, and ongoing management of the organisation's server, storage, virtualization, and cloud infrastructure. This senior role provides advanced technical leadership, oversees system performance, and ensures the stability, security, and efficiency of core ICT systems.

**3. DIMENSIONS**

The Senior System Administrator reports to the Team Leader Data Centre work closely with members in the data centre section.

**4. PRINCIPAL ACCOUNTABILITIES**

- Regular monitoring and updating of server services;
- Assist in the regular maintenance of servers in the data centres including tests on backup plans

**5. MAJOR DUTIES**

- Ensure the data centres under the custodian of DoF are operational at optimal level
- Monitor maintenance or repairs done on server infrastructure conforming to current standards and best practices
- Ensure Disaster recovery plans are validated and functional

**6. NATURE AND SCOPE****6.1 WORKING RELATIONSHIP****(a) Internal**

- Liaise closely with the other team members in the infrastructure branch;
- Work alongside managers in matters related to infrastructure

**(b) External**

- Liaise with all government departments/agencies, private agencies/companies and general public in relation to DoF data centres.
- Liaise and work closely with stakeholders, clients and service providers.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

### 7.2 Recommendations:

- Provide recommendations to Data Centre Manager on data centre matters;
- Recommend to AS –infrastructure possible resolutions and identify ways to improve issues, systems and process within the branch, division and department

### 7.3 Decisions:

- Provide insights and make suggestions on tasks to support staff;

## 8. CHALLENGES

- Staying updated with evolving technologies and best practices in infrastructure administration
- Addressing security vulnerabilities and ensuring compliance with regulations and standards

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- A Degree in Information Technology, or an appropriate major from recognized institution;
- Minimum 5-7 years relevant work experience in a complex networked environment
- Possess relevant Industry certifications in:
  - Enterprise servers and Storage Networking
  - Microsoft windows and Linux operating systems
  - IT Security
  - Cloud technology

### Knowledge:

- Acceptable industry standards in all areas of the profession;
- Financial Management Procedures, policies and systems;
- Organic law on Provincial and local level Government;
- In-depth knowledge of the Public Service Management Act and the General Orders.

### Skills and Abilities:

- Research in new Technologies and applications that pervade the IT industry
- Analytical and diagnostic skills
- Interpretation of technical parlance
- Good oral and written communication skills
- High level of communication and interpersonal skills
- Well-developed problem solving, report writing and planning skills
- Must be a team player

**NOTE:** This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

