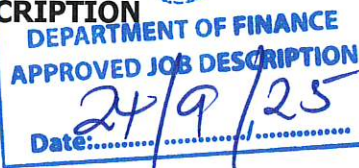




PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFICT.023
OFFICE: LEVEL 3, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: SYSTEM ADMINISTRATOR, GRADE 13	
DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY	LOCAL DESIGNATION: SYSTEMS ADMINISTRATOR DATA CENTER	
BRANCH: INFRASTRUCTURE	REPORTING TO: SENIOR SYSTEM ADMINISTRATOR – DATA CENTRE SYS. POS. NO: REF. NO: DFICT.022	
SECTION: INFRASTRUCTURE	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	18. 02. 2021	Revised, renamed, redesigned
	24.03.2025	Re-designated, reclassified

2. PURPOSE

- The Systems Administrator is responsible for the installation, configuration, maintenance, and day-to-day support of the organisation's server, storage, virtualization, and cloud systems. The role ensures systems are reliable, secure, and performing efficiently while supporting users and infrastructure teams.

3. DIMENSION

The Systems Administrator reports to the Senior System Administrator.

4. PRINCIPLE ACCOUNTABILITIES

- Monitor and manage the operational requirements of the servers and services under the support of ICTD;
- Regular monitoring and updating of servers;
- Conduct regular maintenance to servers in the data centers including tests on backup plans

5. MAJOR DUTIES

- Maintain server infrastructure to support corporate anti-virus, SMTP gateway, remote access services, Linux, Internet & Intranet as directed by the Data Center Manager;
- Ensure adherence to all established guidelines and management practices for all staff
- Ensure all operational server connection and activity is regular
- Monitor all software and hardware products and ensure compliance to Data Center standards and systems
- Ensure Disaster recovery plans are validated and functional

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaises closely with the Senior System Administrator, Data Centre Manager and other team members in the data centre section
- Works with other staff within the Department of Finance in matters concerning the IFMS.

(b) External

- Liaises with relevant external stakeholders in relation to activities associated with the data centers.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- PNG Vision 2050
- 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 the Data Centre Manager on matters regarding servers and services
- Identify possible resolutions and ways to improve issues, systems and process within the branch, division and Department.

7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks;
- Decide on relevant recommendation to be brought to the attention of the Assistant Secretary - Infrastructure thru Data Centre Manager.

8. CHALLENGES

- Staying updated with evolving technologies and best practices in infrastructure administration
- Addressing security vulnerabilities and ensuring compliance with regulations and standards
- Keeping update and aware with changes in legislations, Acts, and internal policies;
- Contribute to the alignment of personal goals with divisional goals in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experience:

- A First degree in Information Technology or a related discipline from a recognized university.
- Possess 2 - 5 years' significant work experience in the private sector or public sector agency.
- A substantial amount of work experience and relevant exposure to government accounting systems and operations at the National and Provincial level.

Knowledge:

The desired candidate must possess a solid understanding of the following:

System Administrator

Revised 24th March 2025

- Public Service (Management) Act 2014 and the Public Service General Orders 2012.
- The Public Service Code of Business Ethics & Conduct.
- Public Finance (Management) Act and all related instructions.
- Organic Law on Provincial and Local-level Government.
- PNG Medium Term Strategic Plan (2010 – 2030) and PNG Medium Term Development Plan.
- Current Corporate Plan and Annual Operational Plan.
- Comprehensive knowledge of the PNG Public Service systems and processes.

Skills and Abilities:

- Significant exposure with sound knowledge and understanding of all areas of Government accounting and Information Technology.
- High level of professional communication and interpersonal skills.
- Effective listening, presentation, management and persuasion skills at all levels.
- Team player with good analytical skills.
- Proven ability to manage multiple tasks, prioritize and meet tight deadlines.
- Ability to impart knowledge and skills to subordinates down the line.

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.

