**Job Description**

**Position Title: IT/COMET Manager**

| Purpose of Position |
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To ensure that FFS IT Infrastructure, related IT support services and COMET System are robust, efficient and effective at all times.

| Key Relationships |
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Responsible to: Head of Corporate Services, Technical Director and the Chief Executive Officer

| Duties and Responsibilities |
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**Network Maintenance**
- Operate and maintain FFS network
- Operate and maintain COMET System and ensure that information on system is relevant and current
- Ensure that FFS personnel have reliable, secure, stable and sufficient access to network/server and desktop resources to carry out their duties
- Ensure adequate Data and Network Security measures are in place
- Safeguard hardware, software and data at all times
- Ensure that electronic systems are secure from virus and any unauthorised intrusions/access
- Oversee the operation and maintenance of all ICT systems. Develop and conduct maintenance schedule for all ICT systems
- Oversee the FFS website in collaboration with the FFS Media Officer

**Software Maintenance:**
- Ensure proper maintenance of computer systems, user applications and Active directory
- Manage Server, Printing, Mail and File Server; Web server

**IT Procurement and register:**
- Maintain and update the FFS Information Communication Technology (ICT) asset register
- Enquire and analyse specification, quotes, pricing from Providers before purchasing any ICT equipment

**Ensure compliance with ICT policy:**
- Prepare and implement ICT and ICT related Policies and Procedures
- Ensure FFS staff abides with ICT policies and procedures at all times

**Other:**
- Ensure ongoing improvement of FFS's electronic systems and equipment
- Supervise ICT and Media Team allocate appropriate work for them

| Selection Criteria |
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**Qualification:**
- Bachelor's Degree in Computer Science or Related Field
- At least 3 years' experience in IT systems management
- At least 3 years' experience as a Senior Officer

**Technical Skills:**
- Network planning, designing and maintenance skills – ability to install/configure network devices an software and troubleshoot
- Technical knowledge of COMET System
- Technical knowledge of IT Systems & Microsoft Systems – ability to operate and maintain IT Systems & Microsoft Systems and Software
- Technical knowledge of operating systems and software
- Familiar with COMMET System and ability to operate system
- Technical knowledge of PC Hardware – ability to repair PC Hardware
- Can install and configure CCTV cameras
- Communication and Presentation – communicates clearly in English and Samoan, both verbal and written

**Personal Attributes:**
- Commitment and Personal Drive - Work effortlessly in any circumstances. Committed to work, team and organisation by cooperating in team activities. Works well with team to achieve a common goal.
- Honesty - Acts with integrity at all times. Demonstrates precision when preforming duties.
- Demonstrates precision in work operations

| Remuneration |
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- Salary will be in the range of $50,000 - $60,000

As for every employee of the FFS, the IT/COMET Manager is expected to maintain a high ethical and professional conduct at all times in accordance with the FFS Staff Code of Conduct. Any breach of the FFS Staff Code of Conduct will result in disciplinary action against the staff or immediate termination of employment.