

# **Position Description**

Vacancy Title: Graduate Trainee- IT- Nadi

Location:

### Objective

The Graduate Trainee - IT reports to the Team Leader and IT Manager. Graduate Trainee - IT's role will be required to apply technical skills, gain industry experience, and contribute to innovative IT solutions while growing within a forward-thinking organization.

#### **Outcomes**

#### **Organisational Stakeholders**

- 1. Organisation's image and value standards demonstrated and promoted
  - Collaborate with other teams in the organisation for the benefit of the organisation
  - Monitor and encourage team members to uphold image and value standards
  - Uphold and demonstrate the organisation's image and values
- 2. Systems, applications software and IT infrastructure support provided
  - IT systems and applications software available and optimised
    - · Systems and applications managed, maintained and tailored to the needs of the organisation
    - Reports created to meet the organisation's requirements
    - Install and implement new software and/or hardware
    - · Assess the effectiveness of changes to IT and software
    - · Risk management plan implemented and and monitored, including backup of all IT systems
    - IT infrastructure managed to ensure services are available and adequate for the needs of the organisation
  - User manuals developed and training / updates available to staff
    - provide help desk and troubleshooting services when required
  - Financial and other systems-based processes and reports developed as required.

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#### 3. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- · Work collaboratively to achieve the set targets and goals

#### **Product's Stakeholders**

- 1. Positive user experience [IT focus]
  - Understand and deliver the desired user experience outcome
    - Systems and hardware easy to use and fit for purpose
    - Documentation provided to meed business and personal user needs as well as compliance requirements
  - Manage the help desk to ensure problems and requests are handled to achieve the desired customer experience outcomes and in accordance with service level agreements
- 2. Operational and statutory compliance
  - Statutory compliant to laws and regulations
    - Health and safety compliance
    - Environmental compliance
  - Operationally compliant to the organisation's policies and procedures

### Responsibilities - Key Competencies

Competence	Description	
Business		
Business Performance	Manage the performance of the organisation.	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.	
People		
<b>Team Orientation</b>	Work in a team towards a common aim.	
Problem Solving	Develop practical solutions to a situation.	

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Competence Description
Self-Management Manage your priorities and objectives efficiently and effectively
Professional

Technical Strength Demonstrate knowledge of a specialist discipline.

Compliance Comply with relevant laws and the policies and procedures of the organisation.

Technology Apply technology.

Application

**Operational** 

Equipment Operation Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the

assignment.

Maintenance Monitor and/or maintain equipment, plant or vehicles in sound operating order.

Health and Safety Establish and maintain a safe and healthy work environment.

Stock Control Acquire and monitor stock to meet business needs

## Qualifications

Qualification Discipline Notes

Preferred

Degree Information Technology, Computer Science

## Work Knowledge and Experience

Bachelor's degree in Computer Science, Information Technology, or related field

Good problem-solving skills and attention to detail

Ability to work effectively in a team environment

Willingness to learn new technologies

Basic understanding of security principles

Strong verbal and written communication

A basic understanding of computer network cabling and network file and print services

## Requirements

## Other Required Requirements

No other required items found.

### **Interactions**

Туре	Interaction	Comments
Internal		
	Clients	
	All employees	
	Management Team	
External		
	Suppliers	

### **Attributes**

## **Behavioural Styles**

e	enavioural styles			
	Accepting/compliant	Shows a willingness to go along with things and a compliance with expectations.		
	Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.		
	Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.		
	Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.		
	Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.		
	Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.		
	Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time		
	Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.		

Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

**Interpersonal Styles** 

Consensus seeker Works to achieve group solidarity and general agreement and harmony.

Empathic Has the ability to understand somebody else's feelings or difficulties.

Self-sufficient and Readily copes with situations without recourse/need of others, showing confidence and belief in oneself

assured and one's own abilities.

Team Oriented Enjoys being with others as part of a group or team.

**Thinking Styles** 

Analytic Able to separate things into their constituent elements in order to study or examine them, draw

conclusions, or solve problems.

Well organised Controls tasks in a well thought out and critical manner.

### How To Apply

All applications are to be submitted via the link below: https://jobs.hrmonise.com/details/4296/centrecom-fiji/graduate-trainee-it-nadi-nov25

# **Contact for Enquiries**

Contact Name: Pooja Reddy

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Further Contact Information: --

Closing Date: 14 Dec 2025