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## Position Description

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Vacancy Title: **Coordinator Information Technology v (1.00) [Suva]**

Location: **Suva**

Reports To: **General Manager**

### Objective

Manage the IT needs of the organization and ensuring that all systems are working well to meet the organization strategic objectives.

### Outcomes

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#### Capital Stakeholders (Owners)

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##### 1. Organisation managed in line with the strategic plan [sustainability]

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- Organisational budgets prepared, monitored and managed
  - Performance management system managed
  - Strategic risk plan managed
  - Organisation's policy and procedure framework maintained
  - Organisational image monitored/ public relations maintained
  - Assets optimised
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##### 2. Strategically focussed department / division

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- Strategic Plan implemented
  - Operational planning
  - Financial reporting systems
  - Financial operations, reporting and structure
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#### Organisational Stakeholders

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##### 1. A developing and growing department / division

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- Improving procedures and compliance
  - Improvement in member / customer / stakeholder service levels
  - Growth in efficiency and effectiveness
  - Improvements from application of technology
  - Developing and growing workforce competence with succession planning
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##### 2. Department/Division managed effectively

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- Management through the organisation performance management system
  - Internal procedures and guidelines maintained
  - Budget preparation, monitoring and management
  - Risk management planning and assessment
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##### 3. Financial reports produced

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- Produce regular financial and other reports for senior management and auditors
  - Provide ad hoc financial reports as required
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##### 4. Procedures developed, monitored and implemented

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- Develop, monitor and implement procedures to improve the efficiency of the team's work and to better meet the customer's need
  - Implement and monitor risk management procedures
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##### 5. Systems, applications software and IT infrastructure support provided

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- 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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## 6. Team Management

- Prepare work plans (annual, monthly and weekly basis)
- Delegate work and supervise staff
- Provide guidance

## Responsibilities - Key Competencies

| Competence            | Description  |
|-----------------------|--|
| <b>Business</b>       |  |
| Strategic Development | Establish the strategic direction and steer the organisation towards its goals |
| <b>Operational</b>    |  |
| Stock Control         | Acquire and monitor stock to meet business needs                               |

## Qualifications

| Qualification    | Discipline                       | Notes  |
|------------------|----------------------------------|--|
| <b>Preferred</b> |                                  |  |
| Degree           | Information Technology/Computing | Computer Science or Information Systems, Relevant Certifications |
| <b>Desirable</b> |                                  |  |
| Certificate      | Computing                        |  |

## Work Knowledge and Experience

- Server Administration
- Firewall and Network Security
- Mobile device management

## Requirements

### Language Proficiency

- Excellent command of English

### Regulatory Compliance Requirements

- Driver's License
- Relevant certifications, registrations, and licenses may be required.

## Other Required Requirements

- No other required items found.

## Interactions

| Type            | Interaction           | Comments |
|-----------------|-----------------------|----------|
| <b>Internal</b> |                       |          |
|                 | All employees         |          |
|                 | Management Team       |          |
|                 | Board of Directors    |          |
| <b>External</b> |                       |          |
|                 | Suppliers             |          |
|                 | Statutory Authorities |          |

| Type | Interaction | Comments |
|------|-------------|----------|
|      | Community   |          |

## Attributes

### Behavioural 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.   |
| Enthusiastic        | Shows high levels of excitement and interest, and expresses positive feelings.  |
| Experimenter        | Tries out new procedures, ideas or activities.  |
| Innovative          | Devises new and creative ways to do things comes up with original ideas.  |
| 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.  |
| Extrovert                   | Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.      |
| Forthright                  | Speaks out frankly without hesitation, showing a direct manner.  |
| Objective                   | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.                   |
| Perceptive                  | Shows keen insight and understanding of issues or situations.  |
| Realistic                   | Shows concern for facts and reality, rejecting the impractical.  |
| Self-sufficient and assured | Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities. |
| Team Oriented               | Enjoys being with others as part of a group or team.   |
| Trusting                    | Places confidence in others without misgivings, relying on their ability, character, and truthfulness.                           |

### Thinking Styles

|                             |  |
|-----------------------------|--|
| Abstract/conceptual thinker | Creates abstract or generic ideas generalised from particular instances.   |
| Analytic                    | Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.                            |
| Challenger                  | Queries, tests information/beliefs and provokes thought.   |
| Concrete thinker            | Focuses on the tangible experiences of actual things or events.  |
| Conscientious               | Demonstrates a sense of right and wrong and a personal obligation to do the right thing.   |
| Decisive                    | Reaches conclusions, promptly and firmly.  |
| Disciplined/Systematic      | Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.   |
| Flexible/Adaptable          | Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.                                |
| Holistic thinker            | Considers issues/situations as a whole rather than analysing or dissecting the parts.  |
| Imaginative                 | Generates ideas and images, showing creativity.  |
| Initiative                  | Takes action and makes decisions without the help or advice of other people.   |
| Intuitive                   | Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason. |
| Numerate                    | Shows abilities in quantitative thought and expression.  |
| Reflective                  | Takes a thoughtful and deliberative approach.  |
| Well organised              | Controls tasks in a well thought out and critical manner.  |

## How To Apply

Must include covering letter, CV and certificates

## Contact for Enquiries

Contact Name: Eseta Balabala

Contact Email: esetab@prb.com.fj

Further Contact Information: 8914327

**Closing Date: 05 Jul 2026**