



Position Description

Vacancy Title: **Manager IT**

Location: **Suva, Fiji Islands**

Reports To: **None**

Objective

The Manager IT will be responsible and accountable for maintaining and administering of FBC's ICT systems on-site and remotely. Primary duties will include maintenance of computer networks, hardware, software and other related systems, performing disaster recovery operations, protecting data, software and hardware from attacks, replacing faulty network hardware components when necessary.

Outcomes

Organisational Stakeholders

1. ICT Management

- Plan, organize, control and evaluate IT and electronic data operations
 - Manage information, technology and computer systems
 - Design, develop, implement and coordinate systems, policies and procedures
 - Ensure security of data, network access and back-up systems
 - Act in alignment with user needs and system functionality to contribute to organizational policies
 - Identify potential issues, fix existing problems with strategic solutions in a timely manner
 - Manage IT staff by training and mentoring employees, communicating job expectations and appraising their performance
 - Audit ICT systems and access outcomes
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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 monitored, including backup of all IT systems and disaster recovery operations
 - 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. Team Management

- Prepare work plans (annual, monthly and weekly basis)
 - Delegate work and supervise staff
 - Provide guidance
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4. A developing and growing department / division

- 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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5. Department/Division managed effectively

- 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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Product's Stakeholders

1. 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	
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Customer	
Quality Focus	Deliver quality.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Learning	Develop the competencies of self and others to enhance performance.
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 Application	Apply technology.
Operational	
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.
Environment	Establish and maintain an environmentally friendly organisation
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Information Technology/Computing	Computer Science
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Information Technology/Computing	Computer Science

Work Knowledge and Experience

5 years proven working experience as an IT Manager or relevant experience.

Project Management experience would be an advantage.

Knowledge of Technical Management, Information Analysis and of Computer Hardware/Software Systems.

Hands on experience with computer networks, network administration and installation.

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Valid Drivers License

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	IT Team	

Type	Interaction	Comments
	Management Team	
	Technical Team	
External		
	Suppliers	
	Regulators	
	Stakeholders	

Attributes

Behavioural Styles

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.
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.
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.
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.
Trusting	Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Decisive	Reaches conclusions, promptly and firmly.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 06 Sep 2026