



DEPARTMENT OF PERSONNEL MANAGEMENT

Form O&M 2.3

JOB DESCRIPTION

	SEQ. NO: 3	POS. NO: NMSAIT.003
DEPARTMENT: NATIONAL MARITIME SAFETY AUTHORITY	DESIGNATION/CLASSIFICATION: TECHNICIAN - GRADE 12	
OFFICE/AGENCY:	LOCAL DESIGNATION: COMPUTER TECHNICIAN	
DIVISION: CORPORATE SERVICES	HIGHEST SUBORDINATE:	POS. NO:
BRANCH: INFORMATION TECHNOLOGY	IMMEDIATE SUPERVISOR: MANAGER (IT)	POS. NO: NMSAIT.001
	LOCATION: PORT MORESBY	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
	25-11-2003	MAJOR REORGANIZATION AS PER NMSA ACT 2003

1. PURPOSE

Do the repairing and maintenance of all IT Hardware equipment.

2. ACCOUNTABILITIES

Be responsible for fixing all repairable computer hardware faults.

3. MAJOR DUTIES

- 3.1 Install and maintain IT Hardware and Software.
- 3.2 Maintain unserviceable IT equipment and IT Hardware tuning.
- 3.3 Investigate new IT equipment or technical software as required by the System Administrator.

3.4 Action recommended upgrades for IT equipment.

3.5 Carry out other duties as directed consistent with the above.

4. REPORTING AND WORK RELATIONSHIPS

4.1 Internal

- Manager (IT)
- System Administrator
- Data Entry Officer
- Other Staff of NMSA

4.2 External

- Suppliers of computer parts and services

5. POSITION AND PERSON SPECIFICATIONS

5.1 Qualifications

- Tertiary qualification as a computer Technician or other educational qualification acceptable to the Authority

5.2 Knowledge

- Have up-to-date knowledge of IT Hardware, Architectures and PC Hardware industry standards. Ability to work with minimum supervision.

5.3 Skills

- Must have good communication skills

5.4 Work Experience

Minimum of two (2) year experience in computer hardware and computer communications technician.