



**PAPUA NEW GUINEAN
GOVERNMENT**

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	ICT SUPPORT OFFICER
Report to:	MANAGER – SYSTEMS ADMINISTRATION
Division/Branch/Section:	INFORMATION COMMUNICATION TECHNOLOGY/ CORPORATE SERVICES
Location:	PORT MORESBY
Classification/ Salary Range:	CUS 08 / K54,563 – K66, 689
Position n°:	CUIT 006
File n°:	

DUTY STATEMENT:

The overall responsibility of the ICT Support Officer is to ensure all information and computer technology is operational and capable for meeting the daily needs of PNGCA including ASYCUDA and CMIS systems.

EDUCATION AND EXPERIENCE:

- Bachelor in Science majoring in Computing Science or other qualifications relevant to the position.
- Demonstrate a proven ability to communicate effectively in written and spoken English with good organizational and analytical skills.
- Over five (5) years PNG Customs service experience or a similar environment working in the field of Information Technology area, familiar with PNG Customs operations and ASYCUDA.
- Sound knowledge of PNG Customs laws, Standard Operation Procedures and ASYCUDA++Systems;
- Familiarity in all aspects of Information Communication Technology including database administration, networking and Office applications.

KEY COMPETENCIES:

- The ICT Support Officer should be innovative and system driven focused on ensuring PNGCS continues to increase productivity through information technology development.
- Possess the skills and functions as a leader sharing the values, mission and vision of Papua New Guinea Customs Service to administer and regulate the PNG Customs Act and other relevant legislation in respect to international trade facilitation and Border Security.
- Displays integrity, models, behavior, develop people and builds teams to administer and regulate the PNG Customs Act and other relevant legislations in respect to International Trade facilities and border security.
- Honest and reliable.

KEY RESPONSIBILITIES

The key responsibility of ICT Support Officer Northern Region is to setting up necessary ICT infrastructure and network for all stakeholders. Other responsibilities include;

- Planning and establishment necessary requirements and costing for ICT set up for all stakeholders.
- Liaison with Asset Management for the procurement of ICT hardware for installation in offices.
- Oversee and manages the site set up of cabling, and other network installations.

MINOR RESPONSIBILITIES

- Perform other duties as directed.
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The Job description was completed in consultation with Division/Unit Heads whose signature appears below and approved by the Papua New Guinea Customs Council.



Assistant Commissioner- Corporate services
Desmond Kenehe

Papua New Guinea Customs Council
Ray Paul, OBE

Dated._____

Approved By Papua New Guinea Customs Council

Dated_____

Ref:- PNGCC Decision N^o:..... Meeting N^o:.....

