



**PAPUA NEW GUINEAN
GOVERNMENT**

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	SUPPORT OFFICER - MIS
Report to:	MANAGER - ASYCMIS
Division/Branch/Section:	INFORMATION COMMUNICATION TECHNOLOGY/ CORPORATE SERVICES
Location:	Port Moresby
Classification/ Salary Range:	CUS 08 / K54,563 - K66,689
Position n°:	CUIT 018
File n°:	

DUTY STATEMENT:

The overall responsibilities of the MIS-Support Officer are to provide technical support for the ASYCUDA data base.

EDUCATION AND EXPERIENCE:

- Bachelor's in Science majoring in Computing or other 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 of PNG customs service experience or in a similar environment in the field of Information Technology.
- Sound knowledge of PNG Customs laws, standard operating procedures, and ASYCUDA++Systems;
- Familiarity in all aspects of Information Communication Technology including database administration, networking and Office applications.

KEY COMPETENCIES:

- The MIS- Support Officer should be innovative and system driven focused on ensuring PNGCA 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 the MIS- Support Officer is providing technical support for the ASYCUDA system. Other responsibilities include;

- Assist with research into the ASYCUDA system and recommend improvements to enhance on-going performance.
- Coordinate awareness programs for ASYCUDA system to inform all stakeholders and users about its applications and usage.
- Assist MIS development teams develop necessary training programs for users and PNG

Custom Service officers to enable efficient use of the ASYCUDA system.

- Assist with all the necessary training for ASYCUDA to all stakeholders.

MINOR RESPONSIBILITIES

- Perform other duties as directed.

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:.....