

## JOB DESCRIPTION

### MTCSMEC 52/2024: SENIOR ENGINEER, DEPARTMENT OF COMMUNICATIONS

#### Corporate Information

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|-------------------------------|---|
| 1. Position Level:            | Band H  |
| 2. Salary Range               | \$34,760.31 - \$44,564.50 (Step 1 – Step 4)   |
| 3. Duty Station:              | Suva  |
| 4. Reporting Responsibilities | a) Reports to the Principal Engineer – Communications.<br>b) Liaises with Permanent Secretary, Heads of Department, Government Agencies, Ministry Staff, other development partners, and private sector stakeholders<br>c) Subordinates: Technical Officer (Communications) |

#### POSITION PURPOSE

The role is required to develop policies, oversee compliance and provide technical advice to facilitate the development of the Information and Communications Technology (ICT) sector. The position reports to the Principal Engineer and provides advice and support and implements the Department of Communication activities in line with the 5 and 20 Year National Development Plan and the 2011 National Broadband Policy in accordance with relevant policies, legislation and regulations to maintain Fiji's position as the regional ICT hub. Some of the key objectives, the position needs to assist in is to improve overall telecommunications infrastructure, provide equal access to ICT, expand the outreach of the Government Community Telecentres, provide coordination and communication during disasters, strengthen regulatory framework, improve policies and processes and Support the installation, operation and maintenance of adequate national/regional Early Warning Systems (EWSs) and forecasting infrastructure for hydro meteorological events (such as tropical cyclones, floods, etc.) and programmes for both monitoring on-going hazards and building resilience for the future.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Assist in developing policies and procedures to facilitate the development of the ICT and telecommunications sector;
2. Assist in the review of legislation, policies and ICT and telecommunications statistics and identify new areas for policy development in light of international developments and best practices;
3. Keeping up to date on the latest innovation, emerging technology and development in the industry and advise the management on areas of opportunities;
4. Participate in global organisations supporting the development of telecommunications services, for example Commonwealth Telecommunications Organisation, International Telecommunications Union, Asia Pacific Telecommunity, Pacific Islands Telecommunications Association, etc;
5. Assist in ensuring successful deployment of projects identified by Ministry such as the Digital Television Project, implementation of the SXNEXT Project, Savusavu Cable Landing Station, Connectivity Rollout Project and Connecting the Unconnected Project;
6. Implementation of the targets outlined in the National Cybersecurity Strategy;

7. Oversee the review and development of engineering plans related to spectrum management, in particular the National Frequency Allocation Table, amendments to existing spectrum band plans for microwave linking, mobile broadband services and mobile cellular services;
8. Assist in overseeing the implementation of the Universal Access Programme, through the selection of efficient and cost-effective solutions, in consultation with TAF;
9. Any other duties assigned by the Permanent Secretary.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Formulation and submission of policy and technical advice within agreed timelines;
2. Establish and maintain effective key stakeholder relationships;
3. Implementation and Management of National Frequency Allocation Table and assignment of Radio Frequency allocations within the identified timeframes;
4. Ensure effective establishment, operations, maintenance and deployment to Government Community Telecentres;
5. Ensure successful deployment of projects identified by the Ministry including the implementation and management of the SXNEXT Project, Savusavu Cable Landing Station, Connectivity Rollout Project and Connecting the Unconnected Projects;
6. Monitoring of TAF and Walesi performance in accordance with their agreed KPIs;
7. Review and implementation of the National Cybersecurity Strategy;
8. Keeping up to date on the latest development in the ICT and Telecommunications industry and advice the management on areas of opportunities;

## **PERSONS SPECIFICATION**

In addition to a Bachelor's Degree in Engineering/Technology in Telecommunications, ICT or Electronics the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 3 years' experience in delivering and achieving the core functions of the organisation;
2. Relevant experience and practical, working knowledge in all aspects of ICT i.e. engineering, spectrum management, policy and related technologies is an added advantage;
3. Good knowledge and understanding of Project Management methodologies and experience managing technical projects and familiarity with ICT industry standards;
4. Knowledge and experience maintaining effective working relationships with stakeholders;
5. Practical, working knowledge in all aspects of communication i.e. technical/policy related and technology.

### **Skills and Abilities**

1. Strong oral and written communication skills;
2. Demonstrated ability to work independently with minimal supervision;
3. Must be customer oriented;
4. Demonstrated ability to work as a Team;
5. Effective time management skills;
6. Good leadership and team building skills

## **PERSONAL CHARACTER**

Applicants for employment must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60 years, in sound health and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.