



## NATIONAL JUDICIAL STAFF SERVICES JOB DESCRIPTION

<b>Position Title:</b> Director Information Technology (IT)	<b>Reports to:</b> Secretary NJSS
<b>Grade:</b> NJS13	<b>Section:</b> IT Administration
<b>Approved Position No:</b>	<b>Division:</b> Information Technology
<b>Concept Positon No:</b>	<b>Location:</b> Waigani
<b>HR date of review:</b>	<b>Hay score:</b> 1277
<b>Endorsed by:</b>	<b>Approved by:</b>

### 1. PURPOSE OF POSITON

To provide leadership and management oversight of the National Judicial Staff Services Information Technology Division to ensure the delivery of Information Technology Services to the National Judicial Staff Services Corporate Services and the Judiciary by empowering and enabling a team of highly motivated, committed, and skilled Information Technology Professionals responsible service delivery.

#### Accountabilities or Key Result Areas (KRAs)

1. Oversee the development, management, and implementation of stakeholder relationships.
2. Oversee the development, management, and implementation of the NJSS ITD business strategy.
3. Oversee the development, management, and implementation of the NJSS ITD compliance, risk, and security strategy.
4. Oversee the development, management, and implementation of NJSS ITD services/solutions and delivery strategy

#### Main Task

- Ensure and take leadership oversight over the design, planning, implementation, and maintenance of the organizational connectivity requirements, including LAN, WAN, and other connectivity medium.
- Ensure and take leadership oversight over the design, planning and implementation of all NJSS ITD Infrastructure in both hardware and software systems.
- Ensure and take leadership oversight to ensure the monitoring, maintenance, and performance of all IT infrastructure components including developing key partnerships with external vendors to ensure continued and uninterrupted IT Services delivery to all stakeholders within and without the organization.
- Has leadership and management oversight over a team of motivated, competent staff to achieve departmental objectives by agreeing to Key Result areas, and standards of performance and provide guidance and oversight for the planning, development, and implementation of personal and professional development programs.
- Ensure and take leadership oversight over the review the entire NJSS IT Portfolio of Services to determine where services can be improved through the procurement, implementation, and application of current modern day IT technology available on the market.
- Provide quarterly reports to the Secretary, the CMIT and other relevant stakeholders regarding the overall performance of the ITD division in its service delivery to the organization.
- Ensure, and take leadership and management oversight over the design, development, and implementation of relevant end user training for all stakeholders

- Ensure, and take leadership and management oversight over the design, development, documentation, and implementation of the NJSS ITD Process Library/Catalog of all IT service and associated policies that govern the execution of the processes to ensure timely, effective and efficient IT Services Delivery.
- Perform Other Duties as assigned.

## 2. REPORTING & WORK RELATIONSHIP

External Clients	Internal Clients
<ul style="list-style-type: none"> <li>• Public</li> <li>• Other Government Departments</li> <li>• Suppliers/Vendors</li> <li>• Other Courts and Jurisdictions</li> <li>• PngCJE</li> </ul>	<ul style="list-style-type: none"> <li>• Judges</li> <li>• Secretary, Registrar</li> <li>• NJSS Managers</li> <li>• Corporate Services Staff</li> <li>• Registry Staff</li> <li>• PNGCJE Staff</li> </ul>

## 3. COMPETENCIES

<b>Educational qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelors or Master's / Degree in Information Technology, Computer Science, Management Information Systems or a related field</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years' experience in Senior Management information and technology position.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and experience in network, server, and storage technologies.</li> <li>• Leadership skills.</li> <li>• Management Supervisory Skills.</li> <li>• Project Management Skills.</li> <li>• Excellent written and oral communication skills.</li> <li>• Ability to accept a significant level of responsibility and accountability Strong knowledge of project management principles</li> <li>• Knowledge of case management operations and processes, budget management and strategic planning, as they pertain to court services and operations</li> </ul>
<b>Personal Qualities/Skills</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Excellent Interpersonal communication</li> <li>• Focus on customer service</li> <li>• Strategic Decision making</li> <li>• Visionary</li> </ul>

#### 4. PERFORMANCE MEASURES

In accordance with the NJSS Admin Order 4 on Employment Regulations guide this role will be measured and appraised on a six (monthly bases) on the following:

1. Time Management and Work Priority;
2. Organization skills with the ability to Multi-task;
3. Customer Service Oriented
4. Attention to detail and Problem-solving skills;
5. Tact, Discretion and Diplomacy;
6. Stress Tolerance, Assertiveness and Flexibility;
7. Proactive and Creative;
8. Confidentiality, Interpersonal skills and Negotiation skills;
9. Good Communication, Teamwork, Planning and Organizing
10. General Appearance, Attendance and Punctuality.

I acknowledge receipt of this Job Description and agree that the duties and responsibilities are consistent with the requirements of the role. I agree to be bound by all relevant legislation and the Code of Conduct whilst performing my duties.

<b>EMPLOYEE NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b> /    /
<b>MANAGER NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b> /    /