



DEPARTMENT OF COMMUNICATION AND INFORMATION

JOB DESCRIPTION

1. IDENTIFICATION

	POSN. NO: 580000086	REF. NO: ICDT.82
DEPARTMENT: Information and Communication Technology	DESIGNATION/CLASSIFICATION: Grade 12	
OFFICE/AGENCY:	LOCAL DESIGNATION: Network Access Officer	
DIVISION Digital Government Delivery & Information Delivery	IMMEDIATE SUPERVISOR: Manager Digital Government & Delivery	POS. NO: 580000014
BRANCH: Digital Government Delivery	HIGHEST SUBORDINATE	
SECTION:	LOCATION Waigani	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
Org.	17.03.2021	No change

2. PURPOSE

The Network Access Officer assist the Network Access Engineer with the responsibility in managing access network related tasks using Network Management tools and assists in planning and designing and is responsible for all access network operations and maintenance routine.

3. DIMENSIONS

Financial: Division annual budget	NO. OF STAFF SUPERVISED 0	OTHER RESOURCES Other Resources: Capital assets of the Department.
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4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide update on the access network implementation of key activities and projects in alignment to the Core function of Department of ICT. Also involved in internal and external discussions with Vendors and Partners in relation to the access network infrastructure for whole of government.
- 4.2 Work effectively with the Core Network and Hosting Infrastructure team to ensure quality of digital services is maintained and effectively delivered to government agencies.
- 4.3 Establish a conducive working environment with the Internal ICT team in each of the government agencies ensuring that there is a clear demarcation in responsibilities for an effective delivery of digital services.

5. MAJOR DUTIES

- 5.1 Provide support on the access network of the government to enable effective delivery of digital services. Work in collaboration with ICT team within government agencies in relation to network issues at their end.
- 5.2 Provide technical guidance in relation to the access network infrastructure to ensure best practices and network standards are adhered too for whole of government.
- 5.3 Research and analyze new network technologies and present suggestions for upgrades and improvements within the government access network.

6. NATURE AND SCOPE

- 6.1.1 Network Access Officer reports to the Manager for Digital Government and Delivery and is responsible for setting up and maintaining networks within whole of Government. Offer support to users and must have strong troubleshooting skills.
- 6.1.2 Work closely with Network Access Engineer & responsible for on-site installation, testing, commissioning of access network devices
- 6.1.3 Provide Technical Support to government agencies through remote and on-site troubleshooting.
- 6.1.4 Provide technical solution and hands-on support to government agencies access network equipment. Also supporting provincial branches on their network issues.
- 6.1.5 Provide and maintain documentations during implementation on the government access network.
- 6.1.6 Undertake other duties as directed by the Manager – Digital Government Delivery and the Network Access Engineer

6.2 WORKING RELATIONSHIPS

6.2.1 Internal

6.2.1.1

Consult Manager Digital Government Delivery on operational and projects update, and administrative matters

- Consult with other Branch Managers on appropriate matters.
- Consult with Supervisors and Branch staff on administrative and work-related matters.
- Consult with Division head providing advice and scope of work

6.2.2 External

- Liaise with Stakeholders and service providers including PNG Data Co, Telikom PNG, and government sanction ISPs in ensuring network connectivity to national departments/agencies and sub-national is maintained and up and running at all times.

6.2 WORK ENVIRONMENT

- The Network Access Officer would generally be an network & infrastructure specialist to provides update on the access network implementation aligning to the Core function of Department of ICT. Also involved in internal and external discussions with Vendors and Partners in relation to the access network infrastructure for whole of government.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Officer is guided by the;

- Government budget control measures,
- ICT and other relevant government development policies including MTDP 3,
- Public sector reforms,
- Public Service Code of Ethics and Conduct,
- ICT legislations and other relevant laws and regulations.

7.2 Decision

- Nil

7.3 Recommendation

- Nil

8.0 CHALLENGES

- Security
- Maintenance and monitoring of network traffic
- Network performance management

9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

- Must possess Degree/Diploma in IT/Computer Science, or Certificate backed with experience in the Networking/Telecommunication or equivalent.

9.2 Knowledge

- Possess knowledge in Routing and switching both for enterprise network and Service provider networks.
- Possess knowledge in computer networking
- Familiar with network monitoring and management tools.
- Familiar with Cisco switches (Catalysts 9500, 9300 etc.) and Routers (ASR, NCS etc.). Having indept knowledge on Optical Fiber based network and Wireless network.

9.3 Skills

- Knowledge of telecommunications
- Ability to use your initiative
- Excellent attention to detail
- Logical thinking skills
- Ability to use your initiative

9.4 Experience

- 3 or more years of experience in the networking field or similar role.