



PAPUA NEW GUINEA PUBLIC SERVICE
CLIMATE CHANGE AND DEVELOPMENT AUTHORITY

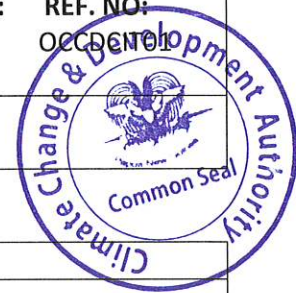


Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Climate Change & Development Authority	SYS. POSN. NO: 3600000113	REF. NO: OCCDCIT03	
OFFICE:	DESIGNATION/CLASSIFICATION: Programmer / Grade 14		
DIVISION: Corporate Services Division	LOCAL DESIGNATION: Programmer		
BRANCH: Information Communication and Technology (ICT)	REPORTING TO: Manager for ICT	SYS. POS. NO: 3600000111	REF. NO: OCCDCIT01
SECTION: ICT	LOCATION: National Capital District (NCD)		



HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
511	14/07/2024	Updated

2. PURPOSE

- 2.1 To create, modify computer programs by converting project requirements into codes and test codes, forms and script that allow computer applications to run.
- 2.2 To develop and write computer programs to store, locate and retrieve specific documents, data and information.

3. DIMENSIONS

The position ensures that all the necessary software are installed and safeguarded from harmful programs.

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Effective and most proficient communication with the Manager on all ICT issues relating to the efficient operations of CCDA.
- 4.2 Effective and robust establishment and maintenance of the Office's ICT system.
- 4.3 Quality and credible programming and designing systems appropriate for the Office.
- 4.4 Credible and reliable advisory system/channel on ICT matters to the Senior Management of the Office as requested.

5. MAJOR DUTIES

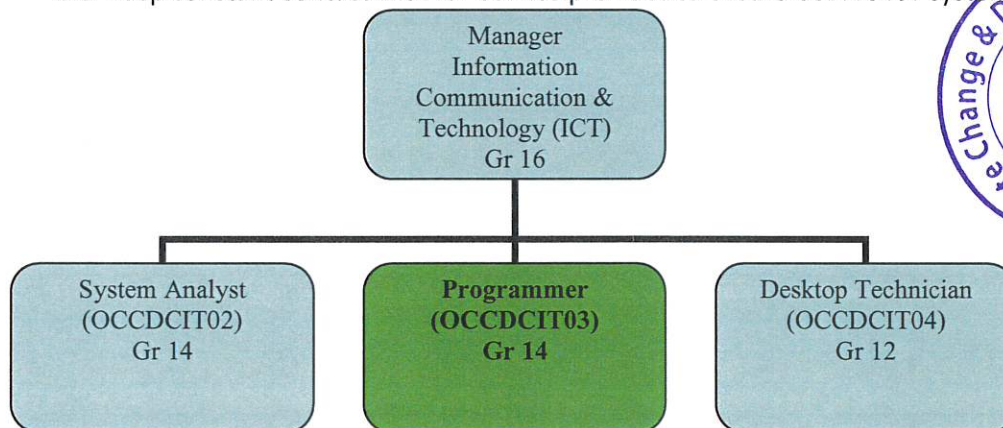
- 5.1 Write, update and maintain computer programs or software packages to handle the Office's specific jobs (tracking inventory, storing and retrieving data).
- 5.2 Write, analyze, review and rewrite program, using workflow chart and diagram and applying knowledge of computer capabilities, subject matter and symbolic logic. Conduct trial runs of programs and software applications to be sure they produce the desired information and that the instructions are correct.
- 5.3 Prepare detailed workflow charts and diagrams that describe input, output, and logical operation and convert them into a series of instructions coded in a computer language.
- 5.4 Perform or direct revision, repair, or expansion of existing programs to increase operation efficiency or adapt to new requirements.

- 5.5 Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
- 5.6 Consult with and assist computer operators or system analysts to define and resolve problems in running computer programs.
- 5.7 Consult with the Manager ICT to clarify program intent, identify problems and suggest changes.

6. NATURE AND SCOPE

WORKING RELATIONSHIP

- 6.1 Reports directly to the Manager for ICT.
- 6.2 Work together with the System Analyst and the Desktop Technician to maintain a reliable ICT system for CCDA.
- 6.3 Keep constant contact with ICT service providers to ensure CCDA's ICT system is reliable.



WORK ENVIRONMENT

- 6.4 Ensures all workstations are functioning well and safeguarded from malwares.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- 7.1 The position is guided by the Climate Change Management Act, 2015 and other relevant legislations in contributing towards the mandate of CCDA. Its administrative operations are guided by the Public Service Management Act and the Public Finance Management Act and the ICT Act, Cyber Security Act and the NICTA Act

8. CHALLENGES

- 8.1 Updates software and maintains a reliable security system for the computer networks.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualification

- 9.1 Diploma in Information Technology.
- 9.2 Degree in Computer Science is an advantage.

Experience

- 9.3 More than three years' experience in ICT systems.
- 9.4 Exposure to high-tech programming environments.
- 9.5 Hands on practice with integrated development environments (IDEs).

Knowledge

- 9.6 In depth understanding on programming languages.
- 9.7 Understanding on data structures and algorithms.
- 9.8 Familiar with clouds.
- 9.9 Familiar with containers.
- 9.10 Familiar with GoPNG's ICT and Cyber Security laws.
- 9.11 Understanding with the GoPNG's Digital Governance approach.
- 9.12 Broad knowledge of the issues affecting the management of a high-quality ICT environment.

Skills

- 9.13 Demonstrated ability to deliver quality desired results.
- 9.14 Demonstrated ability to analyze needs and product requirements to create a design.
- 9.15 High level verbal and written communication skills.
- 9.16 Demonstrated ability to maintain effective relationships with external suppliers of ICT equipment and services.
- 9.17 Ability to analyse details, interpret and execute orders and be able to adapt to changed conditions.

