

POSITION DESCRIPTION

Minerals Resources Authority

AM5063 - Manager - Information Technology

The Mineral Resources Authority (MRA) was established as a statutory authority through the enactment of the Mineral Resources Authority Act 2018 to provide a flexible, independent, commercially attuned, contemporary agency to manage the regulation, administration and promotion of the mining industry in Papua New Guinea. MRA commenced operation in July 2007.

MRA is inviting exceptional candidates to apply for the vital role:

MANAGER - INFORMATION TECHNOLOGY

This position is accountable for maintaining an efficient and effective Information Technology (IT) and Management Information System (MIS) for Mineral Resources Authority (MRA).

Key Accountabilities:

- Plan, manage and co-ordinate the operational activities of the IT Branch (Branch) to ensure they achieve the objectives defined in the Annual Corporate Services Division's (CSD) work plans
- Plan, maintain and operate local area network (LAN) and wide area network (WAN) by monitoring system usage, resources and availability to users
- Manage the development, implementation, installation and operation of web, information and computer systems to avoid possible system failures
- Develop, maintain and monitor disaster recovery plans on all IT systems to ensure security of all data and information
- Ensure that MRA IT assets are maintained responsibly by performing hardware and software audits
- Develop, review and maintain IT operations manual and standards by reviewing and updating policies, procedures and forms.

Expected Competencies:

- Degree in IT or Computer Science
- Minimum of 10 years' experience in managerial position
- Familiar knowledge of Network and Systems administration in a Microsoft Server 2003 environment
- Sound knowledge of Windows based operating systems and desk applications
- Knowledge of principles and techniques of computerized information management
- Knowledge of internet and worldwide web protocols

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a detailed CV and three current referees. A full PD can be obtained from our office.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 25th February 2022

Only shortlisted applicants will be contacted

Authorized by: Managing Director

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview