



**JD FORM 2 - JOB DESCRIPTION**

**SECTION A – POSITION DETAILS**

**ORGANIZATION/INSTITUTION/OFFICE:** SOLOMON ISLANDS NATIONAL UNIVERSITY

**FACULTY/DEPARTMENT:** SOLOMON ISLANDS MARITIME COLLEGE

**DUTY STATION:** HONIARA

**POSITION NUMBER (HRMIS):** XXXXXX                      **UNIVERSITY VACANCY REF:** HR 11/2026

**POSITION TITLE:** ICT TECHNICIAN

**POSITION LEVEL:** BAND 2 (TVET)                      **SALARY RANGE:** \$ 57,546.49 -\$68,447.11

**THIS POSITION REPORTS TO:** DIRECTOR INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

**THIS POSITION SUPERVISES:** NONE

**EMPLOYMENT TYPE:**

THIS POSITION IS OFFERED ON A **FIXED-TERM CONTRACT OF FIVE (5) YEARS**, SUBJECT TO PERFORMANCE REVIEW AND RENEWAL IN ACCORDANCE WITH UNIVERSITY POLICIES.

**SECTION B-LIAISONS**

**INTERNAL:** SIMC staff, students, ICT department

**EXTERNAL:**

**SECTION C - SCOPE OF DUTIES**

An ICT Technician is a professional tasked with managing and maintaining the information and communication technology, as well as all the simulators used for training purposes and other eLearning or online (internet) needs of SIMC. The job responsibilities of an ICT Technician are diverse, challenging and evolving as technology advances. There is always a possibility for the holder of this position to be promoted to become an ICT officer based on his or her qualifications and experience.

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## **SECTION D- KEY DUTIES AND RESPONSIBILITIES**

### **1. General ICT Support**

- Maintains computer systems and software to ensure they are running smoothly
- Troubleshoot and resolved technical issues that arise with computers or software
- Implements security measures to protect computer systems from viruses and unauthorised access
- Manages the organisation's database and ensures data backups are made regularly
- Helps users with computer-related problems and offers advice on how to use software or hardware appropriately
- Tests and evaluates new hardware and software to determine if they are suitable for the organization
- Provides training to staff and students of SIMC on how to use computer systems and software effectively
- Keeps up to date with advancements in computing technology and recommends upgrades or changes as necessary.
- Integrating and configuring computer networking for best performance
- Troubleshooting and repairing of hardware, operating systems and applications
- Maintaining computer systems and software to ensure they are running smoothly
- Troubleshooting and resolving technical issues that arise with computers or software
- Implementing security measures to protect computer systems from viruses and unauthorized access
- Managing the organisation's database and ensuring data backups are made available regularly

### **2. Specific ICT Support**

- Maintaining and ensuring that both the ship bridge and engine room simulators are always fully operational
- Keep all training simulators up to date and upgraded when required. That is upgrading all their software, hardware, licenses, etc.
- Maintaining the bridge and engine room simulators properly after every training session.
- Ensuring that both the main and emergency power supply to such training simulators is always available
- Assist with SIMC's project documents from an ICT perspective when needed.
- Ability to become a specialised trainer in simulation.
- Ability to train the simulator instructors on a long-term basis.
- Assist with the E-Library and E-learning platforms such as Moodle, etc.
- Assist with the selection of proper ICT equipment of quality to be purchased for the College.
- Responsible for all intra-net and internal communication facilities like landline phones, etc.

### **3. Documentation and Recording**

- Preparing reports, presentations, and other necessary documents when required.
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- Operational Support: Providing logistical and administrative support for SIMC main events and other activities.
- Create a proper database for SIMC.

#### **4. Office Management**

- Monitoring office technical supplies and equipment, supporting onboarding processes, and ensuring compliance with organisational policies.
- Compliance and Reporting: Preparing electronic reports and ensuring adherence to SINU's main ICT policies and regulations.
- Manage and maintain the ship simulator room, engine room simulator and e-library area properly

#### **5. Financial Support**

- Assist with budget tracking and expense reporting.
- Assist with maintaining accurate soft copies of records for office expenditures and invoices when required.
- Contribute ideas to the ICT annual budget for SIMC

#### **6. Compliance and Confidentiality**

- Ensure adherence to organisational policies and procedures.
- Maintain confidentiality of sensitive information.
- Share any general ICT information with SIMC staff and students.

### **SECTION E - KEY DELIVERABLES**

The incumbent of this position will have their performance assessed according to the following key deliverables:

- Maintain and troubleshoot campus-wide network systems
- Set up, configure, and maintain desktops, laptops, printers, and marine simulation equipment
- Troubleshoot simulator hardware and software issues.
- Respond to technical issues raised by faculty, staff, and students.
- Monitor access control systems and support secure authentication protocols.
- Support learning management systems

### **SECTION F – QUALIFICATIONS AND CAPABILITIES**

#### **Minimum Qualifications:**

- A degree in computer science, information technology, or a related field is required. A master's degree is preferred, but not always necessary
- Certifications: A certification in a programming language such as Java, Python, or C++ is important for an ICT officer. Certifications like CCNA, ITIL, and CISSP are also beneficial as they demonstrate the expertise of the individual in networking, IT infrastructure, and security, respectively

#### **Experience:**

- At least 3-5 years of experience in managing IT systems is preferred. In addition to the above qualifications, an ICT technician/officer must also possess certain soft skills to complete the job effectively.
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**Capabilities:**

- Demonstrated expertise in operating, maintaining, and troubleshooting maritime simulators and associated software to support effective training and education.
- Excellent verbal and written communication abilities, with the capacity to convey complex technical concepts clearly and concisely to both technical and non-technical stakeholders.
- Skilled at simplifying and translating technical information into understandable language to facilitate learning and collaboration across diverse user groups.
- Adept at identifying issues promptly, analysing root causes, and implementing effective solutions to ensure continuous ICT operations and support.
- Proven ability to work collaboratively within multidisciplinary teams, fostering a positive and cooperative working environment that enhances productivity and knowledge sharing.

**SECTION G- KEY SELECTION CRITERIA**

Suitability for this position will be assessed against the following key selection criteria;

**KSC 1:** Excellent communication skills

**KSC 2:** Demonstrated ability to work cooperatively within multidisciplinary teams

**KSC 3:** Commitment to providing high-quality technical support and training to end-users

**KSC 4:** Strong skills in managing network infrastructure

**KSC 5:** Demonstrated capability to diagnose and resolve ICT issues efficiently

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**SECTION H - TERMS AND CONDITIONS**

<b>Fortnightly Salary Range:</b>	\$2,213.32-\$2,631,58
<b>Annual Salary Range:</b>	\$ 57,546.49 -\$68,447.11
<b>Annual Leave Entitlement:</b>	20 working days
<b>Annual Gratuity:</b>	15% of annual basic salary (paid biannually)
<b>Housing:</b>	A 15% housing allowance of basic salary and or access to university rental policy.
<b>Other Terms and Conditions of Service relevant to this position:</b>	As per the Contract and HR Policy

**SECTION H - APPROVAL *(Business use only)***

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:*



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**Director Human Resource**

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**Date-Approved**

*Additional Comments:*