JOB OPPORTUNITIES – TONGA DEVELOPMENT BANK

We are looking for new talents!

The Tonga Development Bank Team is looking for dynamic and self-starting individuals to fill the following positions;

1. <u>Networking and Security Officer</u>

Post Title: Networking and Security Officer **(1 position).** The position reports to the Manager Infrastructure and Network, Head Office, Nuku'alofa.

Responsibilities and Duties
The Primary Role of the Networking and Security Officer:

1. Installing computer security software, conducting regular security audits, preparing security status reports, educating TDB users on computer security, creating security documentation for users, assisting in disaster recovery and gathering evidence regarding cybercrimes and updating security policies;
2. Monitor computer networks and other security system for security threats or unauthorized users and prepare methods to minimise or eliminate such threats;
3. Developing and testing software deployment tools, firewalls and intrusion detection systems.
4. Monitor use of data files and regulate access to safeguard information in computer files.
5. Taking physical and software preventative measures to protect the underlying networking infrastructure from unauthorized access, misuse, malfunction, modification, destruction, or improper disclosure, thereby creating a secure platform for computers, users.

Requirements

- Bachelor in Information Technology with a focus on IT System Security and a Certification on this area is an advantage. However, relevant work experiences and practical knowledge in Financial Institutions will be considered.

- Key Skills - Working knowledge of Computer Security Systems, Strong analytical thinker, Problem Solving Skills, Presentation and Training skills, communication and Technical skills in

  - AIX operating System Security
  - Windows Operating System Security
  - Network Management Security
  - Cisco/Security & Firewall Systems
  - Other Security System in place

Placed at: **Salary Band 7** of the TDB Band Structure **(TOP 22,680 per annum – TOP 34,020 per annum).** Entry level will base on experience and qualification.

Procedure

- You can collect and fill in TDB employment application form at the Head Office at Nuku'alofa and submit it with relevant references (as stated on the form) to the front desk at Head Office OR apply through our website www.tdb.to
- Applications to be addressed to: Chief Executive Officer , Tonga Development Bank, Fatafehi Road, Nuku'alofa

Deadline: Friday 19th March, 2021, 4pm

2. Application Support Officer

Post Title: Application Officer **(1 position).** The position reports to the Manager Application & Development, Head Office, Nuku'alofa.

Responsibilities and Duties
The Primary Role of the Networking and Security Officer:
1. Provide guidance and support for application users to ensure that all business application systems are supported and maintained.
2. Assist on system Analysis, Development and Maintenance.
3. Assist with implementation of IT related application projects and provide technical input where required
4. Analyse data from systems and produce technical and business reports for consumption by Managers.
5. To support designs and maintains TDB's Website and On-line Information
6. Provide training to affected users on new in house developed system ensuring effective use of new system and cross training of Operation Staff for support
7. Ensuring effective front end and back end functionality of applications
8. Keeping record of configuration changes and scheduling application updates
9. Documenting processes and monitoring application performance metrics
10. Providing front end support to clients and colleagues in other departments
11. Assist with shift work when required.

Requirements

- Diploma in Computer Science, Information Technology, Information Systems or similar. Experience as a database Application Support or in related areas is an advantage.

- Key Skills – Customer Service Oriented, Team player and Technical Skills in;

    - PCs and Network Administration
    - MS Office Trouble Shooting

- Ultracs Administration
- Problem Solving Skills
- Programming
- Web Design and Maintenance

Placed at: **Salary Band 9** of the TDB Band Structure **(TOP 13,432 per annum – TOP $20,148 per annum).** Entry level will base on experience and qualification.

Procedure

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- Applications to be addressed to: Chief Executive Officer , Tonga Development Bank, Fatafehi Road, Nuku'alofa

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