

## ICT Programmer and Analyst

### Ministry of Education , Fiji

<b>Assignment title</b>	ICT Programmer and Analyst		
<b>Partner organisation</b>	Ministry of Education		
<b>Location</b>	Fiji	Suva	
<b>Type of assignment</b>	In-country Assignment		
<b>Duration of assignment</b>	12 months		
<b>Assignment phases</b>	<b>Phase</b>	<b>Mode</b>	<b>Duration</b>
	1	In-Country	12 months
<b>Proposed start date</b>	20 July 2026		
<b>Website</b>	<a href="https://www.education.gov.fj/">https://www.education.gov.fj/</a>		
<b>Australian organisation:</b>	Australian Fiji Education Platform (AFEP)		

#### ABOUT THE PARTNER ORGANISATION

The Ministry of Education is working on evolving its current systems to ensure business continuity through the installation of the latest technology and the continuous improvements of its infrastructure and systems by adapting innovative ideas customized to local needs.

Ever since 2013, the majority of the Ministry’s Online Systems and Database Applications have been the same without any major upgrades being made to them. The new Management and ICT Team is now working on making significant changes to our systems and infrastructures with assistance from the Government and, most importantly, our Developing Partners and Stakeholders such as the Australian Fiji Education Platform (AFEP).

The ICT Unit has a three-to-five-year plan which includes yearly outputs that address the urgent need of infrastructure upgrades, online applications layout review and improvements, merging of online systems, development of mobile apps, dashboards, upgrading of website and applications, development of E-Forms and Digital Documents, and FEMIS and FESA Online Applications Improvements.

#### ABOUT THE ASSIGNMENT

The volunteer will support the Ministry’s ICT Unit by analyzing operational workflows and business functions to provide evidence-based system improvements; preparing technical reports on applications and FEMIS/FESA; facilitating the design, documentation and maintenance of application processes; strengthening ICT support functions including database and systems administration, help-desk support and the establishment of a ticketing system; designing and testing reports for system interoperability; and developing graphics and digital content to support e-forms and paperless solutions.

#### ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of Ministry of Education to support the below objectives:

Assignment objectives	Proposed activities
<p><b>In-Country Phase Objective: FESA Development</b></p>	<ul style="list-style-type: none"> <li>• Configure, design, and manage the Fiji Education Staffing Appointment (FESA) Online Application</li> <li>• Review the current layout and make suggestions on improvements needed</li> <li>• Conduct programming, testing on QA Environment and deployment to Live of recommended upgrades and improvements to FESA Live Environment</li> <li>• Assist the Senior System Analyst and FEMIS Consultant on programming and development of the FESA Application Servers.</li> <li>• Carry out activities with regards to FESA programming and analysis</li> </ul>
<p><b>In-Country Phase Objective: FEMIS Mobile Application</b></p>	<ul style="list-style-type: none"> <li>• Support the configuration and development of FEMIS Mobile Application</li> <li>• Test and ensure compatibility of mobile applications content on the various platforms.</li> </ul>
<p><b>In-Country Phase Objective: Development of FEMIS Data Warehouse</b></p>	<ul style="list-style-type: none"> <li>• Support the configuration and development of FEMIS Data Warehouse.</li> <li>• Collaborate with FEMIS Consultant on the deployment of Data Warehouse.</li> </ul>
Inclusion objective and proposed activity	
<p>The volunteer will work alongside the partner organisation to uphold values of diversity, equity and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status or background (eg religion, language, ethnicity and marginalised or vulnerable groups).</p>	

**SELECTION CRITERIA**

**Education and qualifications**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Bachelor’s degree in ICT, Computer Science, Educational Technology, or related field.</li> <li>• Skills in web or mobile app development (Android/iOS) and proven experience in working with users and system owners in formulating requirements, developing database system plans and documentation, and reviewing and evaluating existing systems to meet user’s business needs; and</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in ICT, Computer Science, Educational Technology, or related field.</li> </ul>

**Knowledge and experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 5 years’ practical experience as an SQL database administrator, software developer, software application management and graphic designing.</li> <li>• Solid knowledge of database application systems and operating environments and experience writing programs, scripts and procedures required to provide a reliable, secure, seamless and timely application work environment for users and developers.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in education projects in the Pacific or developing countries.</li> <li>• Knowledge of Fijian education systems and curriculum.</li> </ul>

*Following the Program’s values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. The information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.*

<p><b>Professional indemnity insurance</b> <i>(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment):</i></p>	<p>No, this assignment is not deemed to require professional indemnity insurance</p>
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The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

### LIFE AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided including assignment allowances, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

### Country context

Learn more about the host country's location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

For more information, please visit country links: <https://www.australianvolunteers.com/countries/fiji> and <https://www.dfat.gov.au/geo/fiji>

### HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at [indigenouspathways@australianvolunteers.com](mailto:indigenouspathways@australianvolunteers.com). Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances *(This may not apply for Remote-only assignments; consider discussing with AVP team)*  
Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.