



Samoa Police, Prisons & Corrections Services

Duty Statement and Performance Assessment

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| Position / Title | : | ICT Radio Technician |
| Section | : | Information Communication Technology |
| Portfolio | : | Commissioners Office |
| Salary Grade | : | P051/P054 \$26,756.00 - \$29,188.00 |
| Location | : | Police Headquarters |
| Responsible to | : | Principal Technician |

Primary Purpose of Role:

ICT Radio Technician – carry out maintenances of radio communication equipment, telephone systems (handheld radios, base radios and repeaters) respond to all enquiries and monitor radio network.

Duties:

1. Maintenances of radio communication equipment
2. Install, prepare, run, terminate, and test coax and network cabling.
3. Test, tune, and align duplexers, pre-selectors, repeaters, base stations, mobiles, and portables.
4. Set up, configure, and use complex test equipment to align, maintain, and repair systems.
5. Troubleshoot, diagnose, and repair communication systems
6. Participate in Emergency Radio Network (ERN) upgrades
7. Update radio communication licenses and permits with the Officer of the Regulator.
8. Maintain and update registration of radio communication equipment
9. Conduct monthly audit of radio equipment issued to units and staff
10. Installation of mobile radio for all ministry vehicles, base radio for all outposts in Upolu & Savaii.
11. Monitor the Ministry of Police Telecommunication network system 24/7.
12. Controlling and scheduling of Ground Support equipment maintenance (Portable Generator & Message board)
13. Any other duties allocated by Principal Technician or ACEO ICT

Selection Criteria:

1. Skills and Abilities

- Understands theoretical side of matters and application in practical situations on arising issues where relevant
- Supports team work and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale
- Communicates clearly in written and verbal
- Being able to apply logic to support and solve common issues in relation to assigned task

2. Personal Attributes

- Be Innovative.
- Reliable and can work independently
- Flexible and can work when needed for operations or after hours.
- Team player that work well with others
- Work effortlessly in any circumstances
- Acts with integrity at all times
- Committed to the work, team and organisation by cooperating in team activities and valuing the input of others
- Demonstrates precision in work operations and being able to explain own actions

3. Experience and Past Work Performance

- At least 2 years of experience in working with Radio Network, Telephone systems as well repairing and maintenance of equipment.
- Sound knowledge of the Ministry's functions and services preferably in Technical services & Maritime operations

4. Qualification

- Diploma in Electronics and Telecommunication, Radio Communication, Applied Technology or related field.
- Has completed training courses relevant to the position.
- Has completed Radio Communication training.