

ADVERTISEMENT
SECONDMENT/INTERNSHIP PROGRAMME
ACCOUNTANT GENERAL'S DIVISION
MINISTRY OF FINANCE

The Ministry of Finance is seeking to engage a suitable qualified individual from within and outside the Public Service for a secondment/internship within the I.T. Unit, Accountant General's Division.

Interested persons should apply via email to the following address: hr@mof.gov.gd.

Applications should reach the email address above no later than **16th June 2023**. Late or unsuitable applications will not be acknowledged.

Purpose:

The Ministry of Finance is seeking to engage a System Analyst to build the capacity in the I.T. Unit, Ministry of Finance. The seconded employee or intern will receive training and work with the team in the Unit for a period of 6 – 12 months commencing July 2023.

At the end of the period, employment opportunities within the Unit may become available.

Qualification Requirements:

- A Bachelor's Degree in Information Technology, Administration or Computer Science
- Professional certification

Required Skills:

- Excellent working knowledge of computer systems, systems administration and databases.
- Strong technical, analytical, creative and problem solving skills.
- Highly organized and detail-oriented
- Excellent oral and written communication skills.
- Interpersonal skills and work effectively in a team environment.

Duties and Responsibilities:

Assist the I.T. Manager/System Administrator with:

- Analysing data that originates from the Human Capital Management System by reviewing the daily interface audit report.
- Troubleshooting and resolving data issues to ensure data integrity.
- Provide user support for users of HCM/SmartStream Systems.

Core Competencies:

Action Orientation	Targets and achieves results, creates a results-oriented environment and follows through on action.
Communication	Communicates well, both verbally and in writing. Conveys and shares information and ideas effectively with others. Listens carefully and understands various viewpoints. Presents ideas clearly and concisely, and understands relevant details in presented information.
Creativity/Innovation	Generates novel ideas. Develops or improves existing and new systems that challenge the status quo.
Critical Judgment/Analytical skills	Exercises sound judgment in arriving at decisions, pursues objectives and finds solutions to challenges.
Interpersonal Skills	Engages with others effectively and productively and establishes trust. A team player and easily supervised. Confidentiality and integrity.

Professional benefits of internship

The program is designed to provide an avenue to apply theoretical skills in a working environment thereby acquiring invaluable practical knowledge and skills.

The seconded employee/intern will gain insight in:

- Structure and policies of government.
- System Administration and Database Management.
- Monitoring, reporting, and evaluation.

Compensation

Compensation will be commensurate with qualifications and experience

Terms of secondment/internship

6-12 Months