

## Position Description

<b>Job title:</b>	Computing Officer
<b>Date:</b>	4 April 2023
<b>Reports to:</b>	Phill Bevan & Alanna Forrest
HSEQ Vanuatu is a consulting & digital technology business located in Port Vila.	
<b>Position Description:</b>	The purpose of the Computing Officer role is to support the Directors in all areas of the business by completing computing, administration and customer service tasks.
<b>Duties:</b>	<ul style="list-style-type: none"> <li>❖ Undertake training to develop skills required for the role.</li> <li>❖ Computing operations:           <ul style="list-style-type: none"> <li>➢ Digital platforms and programs</li> <li>➢ Google suite</li> <li>➢ Microsoft suite</li> <li>➢ Social media platforms &amp; post management</li> <li>➢ Graphics and Design programs</li> <li>➢ Website development &amp; maintenance</li> </ul> </li> <li>❖ Client service:           <ul style="list-style-type: none"> <li>➢ Phone and email correspondence</li> <li>➢ Assist within client projects</li> <li>➢ Attend client meetings, presentations and workshops</li> </ul> </li> <li>❖ Daily task reporting.</li> <li>❖ Maintaining office security and lockup.</li> <li>❖ General office duties.</li> <li>❖ Other relevant tasks as allocated by the Directors.</li> </ul>
<b>Obligations</b>	<ul style="list-style-type: none"> <li>❖ Comply with generally accepted behaviour in the conduct of your employment.</li> <li>❖ Comply with any reasonable direction given by a Director.</li> <li>❖ Behave honestly and with integrity.</li> <li>❖ Act with care and diligence.</li> <li>❖ Treat everyone with respect and courtesy and without coercion or harassment.</li> <li>❖ Observe and comply with all applicable laws.</li> <li>❖ Comply with all lawful and reasonable directions given.</li> <li>❖ Maintain the organisation's confidentiality about dealings that you have.</li> <li>❖ Disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with his or her employment.</li> <li>❖ Use company resources in a lawful and proper manner.</li> <li>❖ Not provide false or misleading information in response to a request.</li> </ul>

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	<ul style="list-style-type: none"> <li>❖ Not make improper use of information or your duty, status, power or authority in order to gain a benefit or advantage for yourself or any other person.</li> </ul>
<b>Qualifications and Competencies:</b>	<ul style="list-style-type: none"> <li>❖ Certificate III or higher in Computing desirable.</li> <li>❖ English level IELTS 5 (Duolingo 80+, conversation, comprehension, literacy).</li> <li>❖ Typing speed of 35+ wpm with 95% accuracy.</li> <li>❖ Google Suite Certificate.</li> <li>❖ Google Suite (email, calendar, documents and spreadsheets).</li> <li>❖ Meet task deadlines.</li> <li>❖ Accurate work.</li> </ul>
<b>Attributes:</b>	<ul style="list-style-type: none"> <li>❖ A genuine interest in computing and technology.</li> <li>❖ Fast learner, willing to learn and develop skills.</li> <li>❖ Honest and personable with a positive attitude.</li> <li>❖ Energetic and enthusiastic team player.</li> <li>❖ Attention to detail.</li> <li>❖ Time management and organisational skills.</li> <li>❖ Ability to work under pressure.</li> <li>❖ Client service focused.</li> <li>❖ Good communicator.</li> <li>❖ Professional and confident manner.</li> <li>❖ Initiative and tenacity.</li> <li>❖ Positive approach to change.</li> <li>❖ Strategic thinking and business awareness.</li> <li>❖ Analytical thinking &amp; problem solving.</li> </ul>
<b>Health and Safety:</b>	<ul style="list-style-type: none"> <li>❖ Take reasonable care of yourself and others persons that could be affected by your acts or omissions at work in accordance with the Health and Safety at Work Act.</li> <li>❖ Cooperate with, comply with and perform any reasonable duties allocated by the employer.</li> </ul>
<p>This job description serves to provide the general scope and responsibilities of the job, it is not an exhaustive list of duties. You will be expected to do other job related tasks requested by management to assist in developing this role and the business.</p>	
<b>Acknowledgement:</b>	<p>I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.</p>
Employee signature	



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Date	
Manager signature	
Date	