

**SELECTION CRITERIA STATEMENT**  
**INFORMATION TECHNOLOGY OFFICER**  
**REF. NO.: 12345**

**(Name Surname)**

<b>KNOWLEDGE &amp; SKILLS</b>
-------------------------------

**KNOWLEDGE:**

**Essential:**

- Experience &/or knowledge of testing and implementing information systems applications.  
.....  
.....  
.....
- Demonstrated track record in ongoing management of data repositories and ability to maintain database systems.  
.....  
.....  
.....

**Desirable:**

- Knowledge of government structure and policies, including understanding of IT trends.  
.....  
.....  
.....
- Knowledge of MS Word, Excel, PowerPoint, MYOB and experience with IT databases.  
.....  
.....  
.....

**SKILLS:**

**Essential:**

- Strong communication /interpersonal skills, including the ability to maintain key relationships.  
.....  
.....  
.....

- **Highly developed organisational skills, including ability to meet deadlines and respond quickly to requests.**

.....  
 .....  
 .....

- **Ability to work both independently and within a team environment.**

.....  
 .....  
 .....

- **Attention to detail and accuracy, with typing speed min. 40 w.p.m.**

.....  
 .....  
 .....

**Desirable:**

- **Ability to think laterally and develop innovative solutions to complex problems.**

.....  
 .....  
 .....

- **Experience in providing help desk support for information systems applications.**

.....  
 .....  
 .....

- **Experience in training users in the effective use of information systems applications.**

.....  
 .....  
 .....

<b>EDUCATION &amp; EXPERIENCE</b>
-----------------------------------

**EDUCATION:**

**Essential:**

- **Relevant degree or equivalent combination of relevant experience &/or education/training.**

.....  
 .....  
 .....

- **Experience in the use of databases to collect and analyse data and report on performance.**

.....  
 .....  
 .....

- Experience in the use of Microsoft Excel to combine and report on data from various sources.

.....  
 .....  
 .....

**Desirable:**

- Experience in gathering requirements for a system and analysing solutions based on these requirements.

.....  
 .....  
 .....

- Experience in database reporting.

.....  
 .....  
 .....

- Experience in using &/or supporting web-based applications.

.....  
 .....  
 .....

<b>PERSONAL ATTRIBUTES</b>
----------------------------

- Capacity to maintain confidentiality.

.....  
 .....  
 .....

- Receptiveness to new concepts and challenges.

.....  
 .....  
 .....

<b>SPECIAL JOB REQUIREMENTS</b>
---------------------------------

- Capacity to work additional hours when necessary.

.....  
 .....  
 .....