

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

- | | | |
|--|---|---|
| 1. Ministry: MICTTD | 3. Salary Level: L6-5 | 4. Division: ICT Policy & Development Unit |
| 2. Position Title: Senior ICT Officer | 6. Direct Reports: Director of ICT | |
| 5. Reports To: Secretary | | |

7. Primary Objective of the Position:

To improve the efficiency and effectiveness of government computing systems through coordinated planning, development and purchasing the expected result of which will be a centrally managed network linking all Ministries and a professionally managed Internet portal for government services; and develop e-Government applications that will improve the access of citizens to Government information and to services provided by the Government- with particular emphasis on improving the access of citizens living on remote islands to the information and services of Government

8. Position Overview

9. Financial: Nil

10 Legal: National ICT Policy, Communication Act 2012.

11. Internal Stakeholder:

MICTTD staff
Director of ICT
Secretary

12. External Stakeholder:

In line ICT Officers from all Ministries

To be referred to Managers/ Supervisors:

Develop strategic plans for eGovernment services

To be referred to Managers/Supervisors:

Liaise with Ministries on eGovernment applications and needs and develop strategies to address needs of Ministries related to online services

Prepare cabinet papers on activities related to eGovernment

Without referral to Manager:

- Assist MICTTD staff with issues related to e-Government applications and services

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:

Date of Issue:

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
|--|---|--|
| eGovernment | <p>Develop master plans for the establishment of a government computing network and e-Government applications, which will improve the efficiency of the Ministries and improve public access to government information and services;</p> <p>Manage funding applications for establishing the government computing network and e-Government applications, and manage subsequent implementation projects.</p> <p>Provide advice concerning the development and policies for an e-Government system</p> <p>Develop e-Government applications that will improve the access of citizens to Government information and to services provided by the Government –with particular emphasis on improving the access of citizens living on remote islands to the information and services of Government.</p> | <p>Master Plan developed</p> <p>Funding secured and managed properly</p> <p>Timely and relevant advice provided</p> <p>Applications developed in timely manner</p> |
| Training for Government IT Officers | Provide a coordinated approach to the selection and professional development of IT personnel working for the Government; | Skilled ICT workforce |
| Backup and Archiving | Provide safeguards and security for Government information through a disciplined and professionally | All Government information are secured |

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:

Date of Issue:

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

Monitoring of services and needs of Government

managed system of backups and archiving, and other appropriate measures;

Monitor and regularly report on the telecommunication services and needs of Government entities, including the Island Councils.

Government telecommunication services and needs are resolved in a timely fashion

14. Key Challenges

A post holder is expected to coordinate with all Government Ministries on government projects and activities.

15. Selection Criteria

15.1 PQR (Position Qualification Requirement):

Education: Degree in Computer Science/Information System with 3 years post qualification work experience in Information Technology

15.2 Key Attributes (Personal Qualities):

The post holder should possess the following:

Fluency in both English and Kiribati language

Ability to work with multiple stakeholders

Experience in developing software systems used in production

Knowledge of software programming

Experience in designing, deploying and maintaining network systems

Ability to solve complex IT problems

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:

Date of Issue:

