

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Kiribati Police Service		
2. Position Title: IT Assistant	3. Salary Level: L12-11	4. Division: Corporate Division, I.T department.
5. Reports To: OIC I.T.	6. Direct Reports:	
7. Primary Objective of the Position: To provide technical support to the OIC Information Technology so as to ensure that the delivery of ICT service is fast, reliable, and efficient		

8. Position Overview	
9. Financial: None	10. Legal: (Governing Instruments): 1. National Cyber Security Act 2019 2. MICTTD ICT Policy 3. KPS ICT Policy
11. Internal Stakeholders: i. OIC I.T ii. Director of Corporate Services iii. Head of Departments, KPS Headquarters iv. Head of Departments, Police Maritime Office and Police Stations.	12. External Stakeholders: i. Private businesses and suppliers of ICT equipment and other services. ii. Tower Rigging service providers for antenna installation and maintenance.
13. To be referred to Manager: i. Any changes to KPS ICT Policy. ii. Acquisition of ICT equipment from external suppliers. iii. Acquisition of supplies from internal stores. iv. Any other undertaking involving expenditure.	14. Without Referral to Manager: i. Routine maintenance. ii. Any minor undertaking requiring no expenditure.
15. KEY ACCOUNTABILITIES <ul style="list-style-type: none"> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 	

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.

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Police ID Card	<ul style="list-style-type: none"> • Design and Create ID cards for Police officers. • Alter current ID card design to suit the changing need for the organization. 	<ul style="list-style-type: none"> • A capability to produce ID cards for Police officers is maintained. • Modification to design can be introduced based on the changing need of the organization.
Attendance and monitoring	<ul style="list-style-type: none"> • Design and develop a customized attendance monitoring system beyond the normal finger print punch in system. 	<ul style="list-style-type: none"> • Attendance monitoring system is available over the network and is accessible throughout the network with a central database located at a central server, or a central database located at strategically located nodes.
Domain and Web	<ul style="list-style-type: none"> • Manage domain and web hosting • Design, develop and maintain website • Ensure website compliant with guidelines proposed by MICTTD 	<ul style="list-style-type: none"> • Website availability 24/7 • Website is compliant with requirement set out by MICTTD
Application development	<ul style="list-style-type: none"> • Analyze organization's software requirements and needs • Design, develop, deploy and maintain appropriate software systems based on the need of an organization. 	<ul style="list-style-type: none"> • Customized software systems are developed to meet the unique and specific requirements of each department or the need of an organization.
Mobile Applications	<ul style="list-style-type: none"> • Explore the use of mobile apps to enable closer interaction between the Kiribati Police and the general public. • Identify appropriate mobile apps suitable to foster closer integration between Police front liners and members of the public in need of Police assistance. 	<ul style="list-style-type: none"> • A suitable mobile app is identified and deployed among mobile users in Kiribati to enable a faster reporting and response time for emergencies or any other contingency.
Video Surveillance	<ul style="list-style-type: none"> • Manage and maintain an uninterrupted CCTV video surveillance system for KPS Headquarters. 	<ul style="list-style-type: none"> • A security video surveillance CCTV system is up and running and covers all parts of KPS

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	<ul style="list-style-type: none"> Expand CCTV coverage to other stations and remote offices. 	<p>Headquarters</p> <ul style="list-style-type: none"> CCTV coverage is extended to Police stations and other remote offices.
Computer repair and maintenance	<ul style="list-style-type: none"> Provide a comprehensive strategy for repairing of computers and other ICT equipment. Conduct repair and maintenance work on desktops, laptops and other equipment. 	<ul style="list-style-type: none"> Computers and printers are fully utilized until the end of their useful service life. Minor faults are repaired, faulty parts are replaced for ICT equipment.
Digitization of Service delivery to the Public	<ul style="list-style-type: none"> Ensure compliant to the Government's push for digitization. Examine and analyze which services KPS offers to the public that are most needed by the public for digitization. Draft proposals for equipment needed and budget involved in the process. 	<ul style="list-style-type: none"> Digitization of essential services offered to the public.

16. Key Challenges	17. Selection Criteria
<ul style="list-style-type: none"> Working with very limited resources. Limited mobility due to lack of readily available transportation can cause extended delays. 	<p>17.1 PQR (Position Qualification Requirement):</p> <p>Education & Experience: Diploma in Computer Science, IT or any related fields.</p> <p style="text-align: center;">OR</p> <p>Form seven (7) with Certificate 3 in ICT from KIT and 1 year of work experience in computer/information management work, including data processing applications, data management, multi user network and telecommunications, hardware/software installation, user assistance, end user documentation and local office computer programming, in support of office computerization/ automation</p> <p style="text-align: center;">OR</p> <p>Form seven (7) with three (3) years of work experience in computer/information management work, including data processing applications, data management, multi user network and</p>

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telecommunications, hardware/software installation, user assistance, end user documentation and local office computer programming, in support of office computerization/ automation.

OR

Form six (6) with five (5) years of work experience in computer/information management work, including data processing applications, data management, multi user network and telecommunications, hardware/software installation, user assistance, end user documentation and local office computer programming in support of office computerization/ automation

Job Training: Industry Certifications are essential for bridging the gap between Academia and Industry. i.e.: Cisco Networking certifications, Oracle Database and Linux certifications...and many more.

Prerequisite: N/A

17.2 Key Attributes (Personal Qualities):

1. Knowledge:

- Windows and Linux Operating Systems.
- Good understanding of tcp/ip networking
- Application development and general programming
- Hardware repair and maintenance.
- Domain and Web Hosting.
- Html, MySQL, PHP, Java, Java Script

2. Skills:

- Basic Management Skills
- Negotiation Skills
- Excellent Customer Service Skills
- Analysis Skills
- Researching Skills

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	<ul style="list-style-type: none">• Creativity Skills• Critical thinking skills <p>3.Attributes:</p> <ul style="list-style-type: none">• Ability to work well with others.• Self-control.• Stress tolerance.• Cooperation.• Concern for others.• Adaptability and Flexibility.
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