

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Finance & Economic Development		
2. Position Title: Software Developer	3. Salary Level: L9–7	4. Division: ICT
5. Reports To: Director of ICT	6. Direct Reports: IT Specialist	
7. Primary Objective of the Position: Create user information solution by developing, implementing and maintaining web application, administration of database and, maintaining and updating of website.		

8. Position Overview	
9. Financial: NA	10 Legal: NA
11. Internal Stakeholder: <ul style="list-style-type: none">■ Permanent Secretary■ Director of ICT■ MFED Staff■ To be referred to Manager: <ul style="list-style-type: none">■ Progress report■ Activity plans■ ICT related queries and demands by MFED that are not fall under his primary objectives	12. External Stakeholder: <ul style="list-style-type: none">■ Island Treasurers■ KPF■ DBK■ KIC To be referred to Manager <ul style="list-style-type: none">■ Membership and involvement to these entities■ Assistance to be provided to the stakeholders■ Any other activities required of him by these bodies.

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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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
Web & application design	<ul style="list-style-type: none"> ☞ Define application objectives by collecting and analyzing user requirement; envisioning system features and functionality. ☞ Designs and develops user interface to Internet and intranet applications by setting expectations and features priorities throughout development life cycle; 	<ul style="list-style-type: none"> ☞ Design and interface meet requirement meet and user friendly
Web Application Development	<ul style="list-style-type: none"> ☞ Determining design methodologies and tools sets. ☞ Completing programming using java, php and other front end development languages. ☞ Produce clean and efficient code. ☞ Store application data using RDBMS database ☞ Conducting application test ☞ Debug programs and applications ☞ Provides backup services on all specified software and applications. 	<ul style="list-style-type: none"> ☞ Application meet user expectation ☞ Data backup carried out accordingly ☞ Programming codes are clean and securely saved ☞ Able to make changes based on user requirements

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Existing software & web application	<ul style="list-style-type: none"> ☞ Identify areas to improve system performance and impact availability. ☞ Facilitate root cause analysis of system issues ☞ Make good technical decisions that provide solutions to business challenge ☞ Provide full backup service based on specification and requirements. 	☞ Identify improvement areas and facilitate system issues
Application user support	<ul style="list-style-type: none"> ☞ Create technical documentations for reference and reporting ☞ Support user by providing training on web and software applications 	☞ Documentation are easy to follow and users trained accordingly
Knowledge and skill improvement	<ul style="list-style-type: none"> ☞ Update job knowledge by reading internet materials and involvement in online technical forum. ☞ Investigate, analyses and provide advice on future systems and applications requirements. ☞ Identify technologies available for web and application security; ☞ Using scriptcase in most of the 	☞ Developing and developed applications are well maintained and improve to inline with the changing in technology
	☞	

14. Key Challenges

15. Selection Criteria

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- ☞ Developing and maintaining multiple applications within a given time frame;
- ☞ Designing specific solutions to solve critical problems related to financial data collection and management.
- ☞ Post holder is expected to work extra hours when and if required and will be able to handle pressures from all divisions of MFED and supervisors.
- ☞ Post holder will be able to handle stress and challenging working condition

15.1 PQR (position Qualification requirement):

- ☞ Bachelor Degree in Computing Science & Information System (5 Years working experience)
- ☞ Bachelor Degree in Computing Science(5 Years working experience)
- ☞ Bachelor Degree in Same discipline (5 Years working experience)

15.2 Key Attributes (Personal Qualities):

Knowledge:

- ☞ Computing Science and Information Technology
- ☞ English Language
- ☞ Customer Service
- ☞ Computers and Electronics.

Skills:

- ☞ Active listening
- ☞ Critical thinking
- ☞ Instructing
- ☞ Complex problem solving
- ☞ Speaking

Attributes:

- ☞ Concern for Others
- ☞ Self control
- ☞ Attention of details

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