

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Culture and Internal Affairs		
<b>2. Position Title:</b> Assistant Multimedia and Data Analyst	<b>3. Salary Level:</b> 13-12	<b>4. Division:</b> Culture and Museum Division
<b>5. Reports To:</b> Director – Culture and Museum Division	<b>6. Direct Reports:</b> Director – Multimedia Officer	
<b>7. Primary Objective of the Position:</b> Preserve, protect and promote culture and museum through multimedia programs and assist in storing and managing data		

<b>8. Position Overview</b>	
<b>9. Financial:</b>	<b>10 Legal:</b> NIL
<p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Secretary</li> <li>• Deputy Secretary</li> <li>• Senior Assistant Secretary</li> <li>• Assistant Secretary</li> <li>• Director - CMD</li> <li>• Culture Section within CMD</li> <li>• Museum Section within CMD</li> <li>• Island Development Officers</li> </ul> <p><b>To be referred to Manager:</b></p> <ul style="list-style-type: none"> <li>• Initiatives to develop, improve and strengthen multimedia work for cultural and museum programs</li> <li>• Data storage and management</li> <li>• Related IT issues and needs</li> <li>• Multimedia needs</li> </ul>	<p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Government related Ministries</li> <li>• Tourism Authority</li> <li>• Schools</li> <li>• Cultural Stakeholders (local handicraft association, Kiribati local Artist, Te Kabi (canoe association), AMAK, Local Medicine Association, Local Dance Association, Local Composers, community, Unimwaane, Unaine, Academic Students and Researchers)</li> <li>• Island Councils</li> <li>• Donor agencies</li> <li>• General Public</li> </ul> <p><b>To be referred to Manager/Secretary:</b></p>

*This is 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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<ul style="list-style-type: none"> <li>• Leave plan</li> <li>• Personal conflicts</li> </ul>	<ul style="list-style-type: none"> <li>• Complaints in regard to inaccurate and misleading information delivered on culture and museum through multimedia productions.</li> <li>• Any issues associated with the effective delivery of the multimedia programmes.</li> <li>• Unclear advices and poor customer service</li> <li>• Any other matters that cannot be dealt with by the Multimedia Officer.</li> </ul>
--	---

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

- *MSP:*
- *KV20:*
- *KDP:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Development and management of database	Assist in storing and managing data and providing information/data needed for the purpose of office programs and activities	<p><b>Performance Indicators/Measures:</b></p> <ul style="list-style-type: none"> <li>• Developed database</li> <li>• Well protected and organized data</li> <li>• No of little IT related issues solved</li> <li>• No of photographs and videos recorded and documented</li> <li>• No of documentaries developed</li> <li>• No of media awareness products developed</li> </ul> <p><b>Outcome:</b> Organized and well managed database</p>
	Extracting and storing data from previous records	<p><b>Performance Indicators/Measures:</b></p>
	Digitizing cultural data from previous collections	

*This is 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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

Digitization of cultural data and museum collections	Assist in digitizing and storing cultural mapping and inventories	<ul style="list-style-type: none"> <li>Data from previous records are extracted and stored</li> <li>Data from previous collections are digitized</li> <li>Current and ongoing cultural mapping and inventories data are digitized and stored</li> </ul> <p><b>Outcome:</b> Improve data through digitization</p>
	Digitizing museum collections	
Assist in ICT	Assist in identifying IT related issues and fixing where appropriate	<p><b>Performance Indicators/Measures:</b></p> <ul style="list-style-type: none"> <li>Improved system within the office</li> <li>A well function and operational system and network is installed</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li><b>A well function and operation system and network is in place</b></li> </ul>
	Provide recommendations on IT related matters where necessary	
Multimedia work	Photography and video recording for documenting cultural heritage	<p><b>Performance Indicators/Measures:</b></p> <ul style="list-style-type: none"> <li>No of awareness materials developed</li> <li>No of videos and photographs taken</li> <li>No of documentaries produced</li> </ul> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>Improved service delivery and customer satisfaction</li> </ul>
	Develop media awareness products including designs, posters, etc...	
	Developing documentaries on cultural heritage and museum	
Administrative matters	Provide weekly updates to the Director CMD	<p><b>Performance Indicators/Measures:</b></p> <ul style="list-style-type: none"> <li>No. of meetings attended</li> </ul>
	Contribute to Unit's workplan and budget	

*This is 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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

	Represent CMD in meetings related to culture, museum and media/IT programs	<ul style="list-style-type: none"> <li>• No. of tasks undertaken as per the advice of the Director of the CMD</li> </ul> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• The Unit's activities are implemented in accordance to the objectives of MIA's MSP, the KV20 and the KDP</li> </ul>
	Perform any other tasks assigned by the Director/Officer in Charge of CMD	

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• Staff turn-over</li> <li>• Insufficient operational budget</li> <li>• Unavailability of office equipment</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b> <i>Education:</i> Form 7 Certificate with good passes in IT related subjects OR a KIT leaving certificate on IT and any related fields.</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• Should have good knowledge on multimedia/database/IT skills.</li> <li>• Social with general public at all levels.</li> <li>• Mature in his/her approach.</li> <li>• Good personality – respectful.</li> <li>• Computer literate.</li> <li>• Good English speaking and writing skills</li> <li>• Good leadership skills</li> <li>• Capability to handle conflicts</li> </ul>

*This is 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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

*This is 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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------