

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

<b>1. Ministry:</b> Ministry of Culture and Internal Affairs		
<b>2. Position Title:</b> Multimedia and Data Analyst	<b>3. Salary Level:</b> 11-10/9	<b>4. Division:</b> Culture and Museum Division
<b>5. Reports To:</b> Cultural Promotion Officer	<b>6. Direct Reports:</b> Director - Assistant Multimedia Officer	
<b>7. Primary Objective of the Position:</b> Preserve, protect and promote culture and museum through improved database system and multimedia programs (videos, photographs, etc)		

<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 database system and multimedia work for cultural and museum programs</li> <li>• Annual WorkPlan</li> <li>• Annual Budget</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</li> <li>• IT MCIA and IT MICT</li> <li>• Island Councils</li> <li>• Donor agencies</li> <li>• General Public</li> </ul> <p><b>To be referred to Manager/Secretary:</b></p> <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> </ul>

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<ul style="list-style-type: none"> <li>• Database</li> <li>• Progressive reporting requirements</li> <li>• Leave plan</li> <li>• Personal conflicts</li> </ul>	<ul style="list-style-type: none"> <li>• Any other matters that cannot be dealt with by the Multimedia Cultural Officer.</li> </ul>
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**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 system	Design, Develop and implement improved database system, plans, policies and procedures	<p><b>Performance Indicators/Measures:</b></p> <ul style="list-style-type: none"> <li>• Plans, policies and procedures for data in place</li> </ul> <p><b>Outcome:</b> Strengthened and improved database system</p>
	Manage the data storage and database system.	
	Provide information/ data needed for the purpose of office programs and activities	
IT related	Identify needed tools/equipment for a well serviced system and network	<p><b>Performance Indicators/Measures:</b></p> <ul style="list-style-type: none"> <li>• No. of related IT issues and needs identified and communicated</li> </ul> <p><b>Outcome:</b> Improved network system</p>
	Identify and communicate about database, network and IT related issues	
	Ensures that acceptable environmental conditions are maintained	
	Provide recommendations on IT related matters where necessary	

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Multimedia work	Photography and video recording for documenting cultural heritage	<b>Performance Indicators/Measures:</b> <ul style="list-style-type: none"> <li>• Improvement on museum collections and research studies for public and academic usages</li> <li>• Improved contents of database on museum</li> <li>• Provision of consultancy and advisory service</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>•</li> </ul>
	Develop media awareness products including designs, posters, etc...	
	Developing documentaries on cultural heritage and museum	
	Identify needs for multimedia work	
Capacity building on museum management, curatorship, cataloguing, etc	Assess and propose the training capacity needs for Multimedia Unit	<b>Performance Indicators/Measures:</b> <ul style="list-style-type: none"> <li>• Strengthened human resource and technical capacity</li> </ul> <b>Outcome:</b> <ul style="list-style-type: none"> <li>• Improved service delivery and customer satisfaction</li> </ul>
Administrative matters	Develop briefing and cabinet paper	<b>Performance Indicators/Measures:</b> <ul style="list-style-type: none"> <li>• Briefing and cabinet paper is submitted to the CMD Director</li> <li>• Multimedia Unit workplan and budget is developed and submitted to CMD Director</li> <li>• Meeting report is developed and submitted to the CMD Director</li> <li>• No of project proposals prepared</li> <li>• No. of tasks undertaken as per the advice of the Director of the CMD</li> </ul>
	Develop workplan and budget	
	Represent CMD in meetings related to database system, network system, IT related	
	Seek potential donors and develop appropriate project proposals for Multimedia	
	Provide weekly updates to the CMD Director	
	Provide quarterly reports to the CMD Director	
	Perform any other tasks assigned by the Director/Officer in Charge of CMD	

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		<p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>The Section's activities are implemented in accordance to the objectives of MIA's MSP and the KV20 and the KDP</li> </ul>
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<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<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> A bachelor's degree in Multimedia/Database Management/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 management/IT</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>

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