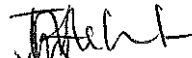


**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Information, Communications and Transport		
2. Position Title: Senior Architect	3. Salary Level: Level 6-5	4. Division: Digital Transformation Office
5. Report To Chief Architect	6. Direct Reports: To be added later	
7. Primary Objective of the Position: <ul style="list-style-type: none"> • To lead the detailed planning, implementation, and quality assurance of digital government architecture, ensuring technical alignment with the national strategy and direct supervision of the Digital Architect unit. 		

8. Position Overview	
9. Financial: <ul style="list-style-type: none"> • Assist the Chief Architect in preparing the divisional budget. • Monitor project expenditures against approved budgets. • Authorize resource allocation for the Digital Architect unit within delegated limits. 	10. Legal: <ul style="list-style-type: none"> • Digital Government Master Plan 2021 • National ICT Policy 2019 • Digital Government Act 2023 • Data Protection Bill 2025 • Cybercrime Act 2021
11. Internal Stakeholders: <ul style="list-style-type: none"> • Head of units within the DTO • ICT Officers and ICT Helpdesk staff in Line Ministries Without Referral to Manager: <ul style="list-style-type: none"> • Nil To be referred to Manager: <ul style="list-style-type: none"> • Leave roster, compassionate, sick leaves, and other leaves. • Progress Reports • Staff Performance Evaluations & Appraisal 	12. External Stakeholders: <ul style="list-style-type: none"> • ICT officers and ICT Helpdesk staff in Line Ministries • Public and private institutions engaged in e-Government projects • Technical vendors and service providers. To be referred to Managers/Supervisors <ul style="list-style-type: none"> • To be added later.

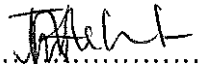
This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

<ul style="list-style-type: none"> • Data collection and systems analysis from Line Ministries 		
13. KEY ACCOUNTABILITIES		
Key Result Area	Major Activities/Duties	Performance Measures/Outcomes
Architecture Implementation & Quality Assurance	<ul style="list-style-type: none"> • Assist the Chief in leading the implementation of the national e-Government interoperability framework and architecture standards. • Translate the strategic direction from the Chief Architect into actionable plans and technical specifications for the Enterprise Architects. • Review and approve architectural designs, system integrations, and data models developed by the team and external developers to ensure compliance with Interoperability framework standards and Enterprise Architecture. • Oversee the documentation and maintenance of the government enterprise architecture repository. 	<ul style="list-style-type: none"> • Strategic architecture plans are translated into clear technical tasks. • All new national systems and integrations comply with approved Enterprise Architecture standards. • Architecture repository is complete, accurate, and up to date.
Supervision & Technical Leadership	<ul style="list-style-type: none"> • Directly supervise, and mentor the Enterprise Architect staff. • Assign tasks, monitor progress, and provide regular feedback and performance evaluations. • Coordinate the team's work with Chief Architect and other DTO divisions. • Foster a collaborative and high-performance team environment. 	<ul style="list-style-type: none"> • Enterprise Architects are productive, motivated, and meet performance goals. • Tasks are completed on time and to a high standard. • Positive team culture and effective collaboration.

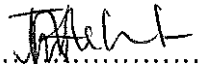
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**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

Standards Development & Compliance	<ul style="list-style-type: none"> • Assist the Chief Architect in drafting and reviewing ICT standards (Hardware, Software, IoT, Metadata, Security). • Lead technical assessments and audits to ensure line ministries and projects comply with established standards. • Identify gaps in current standards and propose revisions to the Chief Architect. 	<ul style="list-style-type: none"> • High-quality draft standards are prepared for review. • Compliance rates across government increase. • Regular audit reports identify gaps and recommend improvements.
Digital Identity (eID) & Trust Services	<ul style="list-style-type: none"> • Assist the Planning the development of digital identity infrastructure and trust services. • Oversee Enterprise Architect staff in conducting gap analyses, system inventories, and defining priority areas for the eID action plan. • Coordinate the technical aspects of eID implementation with stakeholders and integration with existing and new national systems. 	<ul style="list-style-type: none"> • eID implementation plans are detailed and actionable. • System inventories and gap analyses are completed thoroughly. • Technical milestones for eID projects are achieved.
ICT Internal Auditing Support	<ul style="list-style-type: none"> • Support the Chief Architect in developing ICT internal auditing policies. • Lead and organize specific ICT auditing processes, coordinating with the Enterprise Architects and ministry officials. • Consolidate audit findings and draft comprehensive reports for the Chief Architect, including recommendations for remediation. 	<ul style="list-style-type: none"> • ICT audits are conducted efficiently and with minimal disruption. • Audit reports are detailed, accurate, and delivered on schedule. • Recommendations are tracked and followed up on.

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.

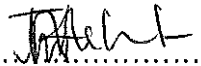
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**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

Stakeholder & Technical Liaison	<ul style="list-style-type: none"> • Act as the primary technical point of contact for ICT officers in line ministries on architecture and standardization issues. • Communicate technical ideas, requirements, and standards to non-technical managers. • Organize and lead training and awareness sessions on e-government architecture. 	<ul style="list-style-type: none"> • Line ministries report clarity on technical standards. • Technical concepts are effectively communicated to non-technical audiences. • Awareness sessions are well attended and positively received.
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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Communicating technical concepts to non-technical stakeholders • Ensuring standardization and interoperability across diverse and legacy systems. • Managing competing priorities and translating them into achievable tasks for the team • Enforce compliance of all new and existing systems with the Enterprise Architecture standards and the Interoperability Framework • To be willing to carry out and assume additional duties beyond those assigned. 	<p>15.1 PQR (Position Qualification Requirement): A Bachelor’s degree in Computer Science, Information and Communication Technology with at least 3 years’ experience working in the information Technology sector, or equivalent.</p> <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Strong leadership and team management skills, with experience in mentoring. • Excellent communication skills in both English and Kiribati, with the ability to translate between technical and non-technical audiences. • Demonstrated commitment to learning and applying Enterprise Architecture and Interoperability Framework standards in support of national system integration and digital identity initiatives. • Proven ability to manage multiple projects and priorities. • High level of analytical, problem-solving, and decision-making skills.

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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