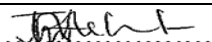


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communication and Transport		
2. Position Title: Maritime Central Electronic Systems Compliance Officer (MCESCO)	3. Salary Level: 6-5	4. Division: Marine Division - MICT
5. Reports To: Director of Marine (DoM)	6. Direct Reports: All remaining Marine Division staff	
7. Primary Objective of the Position: - To design, develop, secure and maintain databases such as Kiribati Ship Register (both for Domestic and Foreign Ships flagged in Kiribati) , Kiribati Registered Seafarers and others required by the Marine Division from time to time - To operate, maintain and secure the Seafarer’s Identity database, and ensure that the system functions correctly - Administering Kiribati Maritime Web Account at the International Maritime Organisation (IMO)		

8. Position Overview	
9. Financial: Work on Central Electronic Systems costings including Marine Division's communication and technology related costings for budget consideration	10 Legal: Maritime Act 2017 (as amended), Small Craft Regulation, STCW 2010 Regulation, STCW F Regulation, SOLAS Regulation, MARPOL Regulation, Collision Regulation, UNCLOS, IMO Conventions & Protocols, IMO Code, IMO Regulations, ILO Maritime Conventions, Kiribati Maritime Regulations, Guidelines and Conditions
11. Internal Stakeholders: ICT Division Kiribati Shipping Services Co. Ltd, Sovereign Ventures (Kiribati Ship Registry) and any other internal stakeholders considered by the Director of Marine	12. External Stakeholders: Marine Training Centre, Ministry of Labour and Human Resource Development, Local Ship Operators, Shipping Agencies, Recruitment Agencies, Ministry of Environment Lands and Agricultural Division, Office of the Attorney General, Ministry of Foreign Affairs and Immigration, Ministry of Fisheries and Marine Resources Development, Local Governments and any other external stakeholders considered by the Director of Marine

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.

Approved by: 	Date of Issue: 12/8/26
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GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

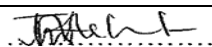
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1: Kiribati Maritime Database Development - as a Flag State, a Port State and a Coastal State	- Collect and analyse system requirements for new databases systems - Design database based on requirements - Test database for software bugs or errors - Deploy database for production use - Maintain and database - Update database when necessary based on new requirements	Smooth Operation of Marine Division – i.e Services rendered as expected
Key Area 2: Maintain and Operate Seafarers Identity Database	- Seafarers Identity database is functioning correctly - Database is regularly checked for security updates	Seafarers Identity database is secured and operating properly
Key Area 3: Maintain and Operate Vessels Registration Database	- Registered Vessels database is functioning correctly - Database is regularly checked for security updates	Registered Vessels database is secured and operating properly
Key Area 4: Manage Security of Databases	- Ensure that databases are secured from unauthorised access	Security of databases is maintained
Key Area 5: Management of Kiribati Maritime IMO Web Account	- Administering Kiribati Maritime IMO Web Account in consultation with the Director of Marine	Kiribati Maritime obligations complies with IMO requirements is maintained and functional

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.

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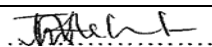
GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

10. Key Challenges	11. Selection Criteria
• Making sure the information in the databases are secured from unauthorized actors • Making sure that databases are available most of the time especially during critical times • Making sure the information are updated and accurate • Security of the volume of data being collected • Collecting meaningful and real-time data • Visual representation of data • Sustainability of data from multiple sources and Compliance • Working outside normal working hours • Any other additional work related undertakings from the Director of Marine	11.1 PQR (Position Qualification Requirement): • Education: Bachelor's degree in computer science or equivalent with 3 years' post degree work experience in middle management level.
	11.2 Key Attributes (Personal Qualities): 1. Knowledge: Management, leadership and Supervisory skills aptitude for using computers. Ability to speak and write English 2. Skills: Ability to motivate staff • Attributes: - an inquisitive mind with attention to detail good written communication skills - Physically and mentally fit - Motivated and punctual - able to work with a variety of people Clean Police Clearance with a validity not exceeding 3 months

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.

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