GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Data Analyst	**3. Salary Level:** L9-7	**4. Division:** Research and Development Planning-MISE
5. **Reports To:** Senior Research and Development Officer	**6. Direct Reports: SAS/**Admin Officers	

Primary Objective of the Position: The Data Analyst will build, maintain and improve MISE's data systems and Ministry-wide reporting arrangements. The officer will establish a reliable asset baseline, improve the quality and consistency of departmental data, and provide analysis that supports planning, delivery and management decisions.

The officer will be the principal technical custodian of MISE's Smartsheet solutions, databases, web forms and associated reporting tools. Department heads remain accountable for the accuracy and timely submission of their departments' data.

7. Position Overview	
9. Financial: NIL	10 Legal: Kiribati National Conditions of Service 2012 -
11. Internal Stakeholders: • MISE Staff including - MISE Projects - PMUs To be referred to Manager:	12. External Stakeholders: • Other Ministries • Public Servants To be referred to Manager:

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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
1. Data Systems Development and Maintenance	1.1 Design, develop, administer and maintain Smartsheet solutions, databases, web forms, workflows, dashboards and reporting tools to meet Ministry operational and reporting requirements. 1.2 Review existing data systems, identify gaps and weaknesses, and recommend improvements aligned with user needs and Ministry priorities 1.3 Monitor system performance, troubleshoot faults, investigate root causes, test solutions, restore normal operations and document corrective actions. 1.4 Maintain accurate and up-to-date technical documentation, including data structures, workflows, system integrations, user access arrangements, dependencies and change records.	- Data systems, forms, workflows and dashboards are developed, maintained and fit for purpose. - System issues are investigated and resolved within agreed timeframes, with actions and outcomes documented. - System improvements are identified and implemented following the required approval process. - Technical documentation is complete, current and accessible to authorised personnel.
2. Data Quality, Asset Baseline and Analysis	2.1 Extract, consolidate, clean and validate data from Ministry systems and departmental records.	- Data is accurate, complete, consistent and validated in

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	2.2 Identify missing, duplicate, inaccurate and inconsistent records, document data quality issues, and coordinate with responsible departments to resolve them. 2.3 Establish, maintain and periodically validate a Ministry-wide asset baseline, including processes for updating asset records as changes occur. 2.4 Analyse operational and asset data to identify trends, gaps, risks and performance issues. 2.5 Present findings through clear analytical reports, dashboards and data summaries to support planning and decision-making.	accordance with agreed quality standards. - Data quality issues are recorded, tracked and resolved in collaboration with responsible departments. - A validated and up-to-date Ministry asset baseline is maintained. - Analytical reports and dashboards are accurate, timely and useful for identifying trends, risks and operational priorities.
3. Ministry-wide Reporting and Coordination	3.1 Develop and maintain standard data definitions, reporting templates, quality assurance checks and reporting schedules across MISE departments. 3.2 Coordinate the technical reporting process, consolidate departmental data and prepare regular reports for Ministry leadership. 3.3 Liaise with departments to improve data collection, recording, validation and submission practices. 3.4 Provide guidance to departments on interpreting and using reports and dashboards to support evidence-based planning, monitoring and decision-making.	- - Standardised reporting templates, data definitions and reporting schedules are established and used across departments. - - Ministry-wide reports are accurate, complete and submitted within agreed deadlines. - - Departmental reporting compliance and data submission quality improve over time. - - Management receives clear, relevant and reliable information to support timely and informed decisions.

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4. Systems Development, Technical Governance and Compliance	4.1. Use appropriate low-code platforms and AI-assisted software development tools to develop, test and improve data systems and digital solutions. 4.2 Independently review, test, validate and document system outputs before deployment or operational use. 4.3 Liaise with the Ministry of Information, Communications and Transport (MICT) on system design, technical requirements, interoperability and information security matters. 4.4 Submit proposed major system updates, source code and relevant technical documentation to MICT for review; address identified issues and obtain the required clearance before implementation. 4.5 Comply with applicable government ICT policies, information security requirements and approved access controls. 4.6 Coordinate with MICT and MISE to establish and follow a change management procedure that distinguishes routine maintenance from changes requiring prior review and clearance	- Digital solutions are appropriately tested, validated and documented before operational use. - System changes are recorded, traceable and implemented in accordance with approved change management procedures. - Required MICT reviews and clearances are obtained before implementing major updates. - Applicable ICT policies, security protocols and access controls are followed. - Technical issues identified through review are addressed and documented before implementation.
5. User Support, Capacity Building and Business Continuity	5.1 Consult departments to understand operational challenges and translate user needs into clear system requirements and practical digital solutions, 5.2 Provide technical support, guidance and training to staff on the use of data systems, web forms, dashboards and reporting processes.	- Departmental requirements are documented and addressed through practical improvements. - Staff receive appropriate technical support and training to use systems and reporting tools effectively.

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	5.3 Develop and maintain user guides, standard operating procedures and other supporting documentation. 5.4 Ensure systems, technical procedures and relevant knowledge are documented to support continuity of operations, troubleshooting and effective handover. 5.5 Gather user feedback, identify recurring issues and recommend improvements to system usability and effectiveness.	- User guides and standard operating procedures are available and kept up to date. - Systems and technical knowledge can be maintained or handed over without undue disruption. - User feedback and recurring technical issues inform ongoing improvements.

10. Key Challenges	**11. Selection Criteria**
1. **Poor Data Quality and Accuracy –** Dealing with incomplete, inaccurate, outdated, duplicated or inconstant data submitted by different divisions and projects 2. **Limited Data Availability** - Difficulty obtaining timely and complete data from divisions, project teams, outer-island offices, and other relevant stakeholders. 3. **Data Management and Integration** - Integrating information from different systems, spreadsheets, databases, and reporting platforms into one reliable source of information.	**11.1 PQR (Position Qualification Requirement):** **Education:** A bachelor's degree in information systems, Computer Science, Software Engineering, Data Science, Statistics or a related discipline. **Experience**: **Job Training:** **Prerequisite:** NIL **11.2 Key Attributes (Personal Qualities):** • Hands-on experience building and maintaining Smartsheet forms, workflows, reports or dashboards.

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4. **Limited Digital Skills Among Staff** - Supporting staff who may have limited knowledge of data entry, digital tools, reporting systems, and data management procedures. 5. **Coordination and Cooperation** - Encouraging divisions and officers to provide accurate information, follow standard procedures, and meet agreed reporting deadlines. 6. **Limited Resources and Technical Capacity** - Working with limited software, equipment, internet connectivity, technical support, or opportunities for professional development. 7. Etc…	• Experience extracting, cleaning, validating and analysing data from multiple sources. • Experience working with structured data and databases. • Ability to troubleshoot systems, investigate underlying causes and test solutions. • Practical use of AI-assisted tools for software development, data processing or analysis, including review and testing of their outputs. • Ability to document systems and communicate effectively with technical colleagues and non-technical users.
	11.3 Desirable • Experience with system integrations, APIs, web applications or source-code management. • Experience with government reporting, infrastructure or asset management data. • Experience training users and improving data collection practices across multiple teams

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