

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

<b>1. Ministry:</b> Ministry of Information, Communications and Transport		
<b>2. Position Title:</b> Chief Legal & Licensing Officer	<b>3. Salary Level:</b> L4	<b>4. Division:</b> Digital Transformation Office
<b>5. Reports To:</b> Director of National ICT	<b>6. Direct Reports:</b> to be added later	
<b>7. Primary Objective of the Position:</b> Development and advise on legal issues of ICT and digital transformation		

<b>8. Position Overview</b>		
<b>9. Financial:</b>	<b>10 Legal:</b>	
<b>11. Internal Stakeholder:</b> <ul style="list-style-type: none"> <li>• Director of National ICT</li> <li>• Head of Departments</li> </ul> <b>Without referral to Manager:</b> <ul style="list-style-type: none"> <li>• prepare Cabinet paper on ICT legal matters</li> </ul>	<b>12. External Stakeholder:</b> <ul style="list-style-type: none"> <li>• Office of the Attorney General</li> </ul> <b>To be referred to Managers/Supervisors:</b> <ul style="list-style-type: none"> <li>• legal advice/opinion on agreements, contracts and MOU</li> <li>• compliance to standards and policies</li> </ul>	
<b>13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Coordination of development of legal framework of e-Government	<ul style="list-style-type: none"> <li>• Planning and coordinating discussion and preparation of needed legal acts of needed for e-Government and digital transformation</li> </ul>	Compliance to legislations
Responsible on:		New legislations developed

*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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<ul style="list-style-type: none"> <li>● Preparation and coordination of preparation of draft legal acts regulating personal data protection, data management, digital signature, and other related digital transformation.</li> <li>● Revision of existing ICT legislations</li> <li>● Organising work on public procurement on ICT in Government</li> <li>● Coordinating and organizing licensing of Software (SW) and Hardware (HW) in Government</li> <li>● Preparation and coordination of preparation of agreements/contract with suppliers</li> <li>● Training and Awareness on legal aspects.</li> <li>● Cyber-crime law</li> <li>● Cyber security legal frameworks</li> <li>● Hardware procurement</li> </ul>	<ul style="list-style-type: none"> <li>● Prepare and coordinate the drafting of new ICT related bills, such as personal data protection, data management, digital signature, etc.</li> <li>● Review and amendments to existing ICT legislations</li> <li>● Managing and coordinating public procurement on ICT related systems and services.</li> <li>● Arrangement of SW and HW licensing in public administration</li> <li>● Preparation of legal aspects of service level agreements (SLA-s) in public administration</li> <li>● Preparation of procurement agreements and contracts made with suppliers (in-country/overseas)</li> <li>● Prepare contracts on consultancy firms</li> <li>● Organising training and awareness activities on e-Government legal framework.</li> <li>● Provide advice on cyber-crime cases and ICT related cases.</li> <li>● Develop and plan on appropriate legislation that will support cybersecurity efforts nationally.</li> </ul>	<p>Existing legislations reviewed and updated</p> <p>Number of MOUs drafted</p> <p>Number of contracted developed</p> <p>Number of Training undertaken</p>
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<ul style="list-style-type: none"> <li>● Software procurement</li>   <li>● Digital Identity/Signature Legislation</li>   <li>● Legal Advisory on Digital related matters</li>   <li>● Service level agreements and Memorandum of Understandings</li> </ul>	<ul style="list-style-type: none"> <li>● Procurement of computers, servers, networking equipment</li> <li>● Procurement of software which includes licensing.</li>   <li>● Development of legal frameworks related to digital identity and signatures which are the core requirements of digital Government.</li>   <li>● Provide legal guidance, opinion and advisory on related matters such as agreements, legal cases and advisory on digital issues.</li>   <li>● Development of service level agreements and memorandum of understandings as required by the DTO</li> </ul>	
Divisional Budget	Prepare and monitor divisional Budget	

14. Key Challenges	15. Selection Criteria
	<p><b>15.1 PQR (Position Qualification Requirement):</b></p> <ul style="list-style-type: none"> <li>● Postgraduate degree in Law with at least 3 years of experience working in public administration or in business sector focusing on legal issues</li>   <li>● Undergraduate degree in Law with at least 5 years of experience working in public administration or in business sector focusing on legal issues</li> </ul> <p><b>15.2 Key Attributes (Personal Qualities):</b></p>

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	<ul style="list-style-type: none"><li>● Good knowledge on general issues about legal framework of public administration</li><li>● High level style of leadership</li><li>● High level English</li><li>● Use of computer technology</li><li>● Good communication skills</li></ul>

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