1.	Ministry: Ministry of Information, Communications and Transport				
2.	Position Title: Chief Digital Services	3.	Salary Level: 4	4.	Division: Digital Transformation Office
	Officer				
5.	Reports To: Director of National ICT	6.	Direct Reports: Senior ICT Officer		
	_		_		
7.	7. Primary Objective of the Position: Planning and management of software development				

8. Position Overview			
9. Financial:		10 Legal:	
J. T. Harreson.		10 2 -6 411	
11. Internal Stakeholder:		12. External Stakeholder:	
 Director of National ICT 		 ICT Officers in Line Minis 	stries
 Head of Departments 		 HODs in Line Ministries 	
Without referral to Manager:		To be referred to Managers/Supervisors:	
i. Budget/Funding of activities		 Report on the development 	nt of applications
ii. Changes to workplan			
iii. Leave outside agreed leave roster			
10 1/11/1 000011/11/11/11/11/11/11/11/11/11/11	1.1		
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)			
• KDP/KPA:			
MOP Outcome: Divisional/Denoutmental/Huist	Dlam		
Divisional/Departmental/Unit		stimities/Duties	Doubournes Managers al Outrom as
Key Result Area/Major Responsibilities	Major A	ctivities/Duties	Performance Measures/Outcomes
Software/Digital Services Development			ICT devialenments embed SW
Johnware/ Digital Services Development	Managing software	e development projects	ICT developments embed SW development to a more effective
	0 0	e development teams	Government IT system
	managing softwar	e development teams	Government 11 System

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	 Planning and implementation of software development in Government IT systems Planning and implementation of software development in Government Data analysis, and requirements for new and existing software solutions Harmonizing and standardizing methodology and SW platforms Planning the budget and analysing costeffectiveness of the software development Lead the review, design and development of e-Applications, Database, and mobile Apps as required 	
Open Data	Design and Develop Open Data Platform for whole of Government	Open Data platform is developed and accessible
Government websites	Lead the review, design and development of Government websites	Government websites are developed or updated to meet the approved standards
Citizen Portal	 Lead the design and develop citizen portal to access to public information Planning and implementation of the Citizen's portal to enable a one stop shop for all Government services 	Citizens Portal developed and accessible by the general public
Catalogue of interoperable solutions	Design and develop the catalogue of interoperable solutions	Catalogue of interoperable solutions developed
Government registries	 Reviewing the solutions of existing and new registries and systems Planning to implement existing new registries and data for the Government Developing and maintaining Government registries and ensuring data are reusable across multiple Government services. 	Digital services are implemented for efficiency

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Data digitisation	Data digitalisation and transforming to web/mobile service technologies.	Number of manual systems are converted to digital services
New technology integration to government digital services	 Analysing and actively explore how to implement and develop (new) technologies for the efficient functioning and delivery of government services through digital means. 	New technologies are used in development of new digital services
DevSecOps - security	 Analyse application source code to identify any security defects, vulnerabilities or bugs in a developer's code quality and rectify these security issues. 	Applications developed are secure
Divisional Budget	Prepare and monitor divisional budget	Budget prepared

14. Key Challenges	15. Selection Criteria
The post holder must be able to "translate" codes/applications so that line managers can understand them.	 15.1 PQR (Position Qualification Requirement): University Postgraduate/master's degree in Computing Science/Software engineering with at least 5 years working experience
	 15.2 Key Attributes (Personal Qualities): High level communication skills and the ability to communicate technical ideas and requirements to non-technical managers. Good knowledge of software (SW) development, experience on computer programming at least in 1 computer language High level style of leadership High level English or Fluency in both English

Approved by:	Date of Issue:

Advanced knowledge and skills on management of SW development teams

Approved by:	Date of Issue: