

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Information, Communications and Transport		4. Division: Digital Transformation Office	
2. Position Title: Chief Architect	3. Salary Level: 4		
5. Reports To: Director of National ICT	6. Direct Reports: to be added later		
7. Primary Objective of the Position: Central coordination and implementation of digital transformation in Government of Kiribati			

8. Position Overview			
9. Financial:		10 Legal:	
11. Internal Stakeholder: <ul style="list-style-type: none"> • Director of National ICT • Head of Departments Without referral to Manager: <ul style="list-style-type: none"> • nil 		12. External Stakeholder: <ul style="list-style-type: none"> • ICT Officers in Line Ministries • ICT Officers in SOBs • Banking institutions (for payment systems) To be referred to Managers/Supervisors: <ul style="list-style-type: none"> • Report on status of the digital transformation 	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> • KDP/KPA: • MOP Outcome: • Divisional/Departmental/Unit Plan: 			
Key Result Area/Major Responsibilities e-Government interoperability frameworks, e-government architecture, standardization in the field of ICT in public sector.		Major Activities/Duties <ul style="list-style-type: none"> • Planning and coordinate the implementation of the digital government architecture and standardization • Planning and implementation of use of ICT in Government • Digital Government Projects and operational 	
		Performance Measures/Outcomes e-Government interoperability frameworks are developed and implemented. e-Government architecture, e-Government standardization, and IT	

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: 14/11/22

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	<ul style="list-style-type: none"> • budget planning and implementation • Coordination of activities related to Digital Government projects and programs. • Internal cooperation in digital transformation. • Cybersecurity standards for government - technical specifications, encryption standards • Planning and preparation of documents on interoperability frameworks in government organizational, legislative, and technical architecture • Work with standardization of ICT related issues in Government • Advising project managers and software developers on e-government architecture and standardization issues • Ensure the stability and security of existing ICT equipment, devices and networks for Ministries comply with standards accordingly. • Develop Internet of Things (IoT) standards • Develop standards for Hardware and Software solutions to be used across the Government sector • Organizing trainings and awareness activities on e-government architecture and standardization 	<p>Auditing will streamline the procedures to operate eGovernment interoperability systems.</p>
ICT Internal Auditing	<ul style="list-style-type: none"> • Develop ICT internal policies for ICT auditing within the Government • Organizing ICT auditing processes in the Government • Regular monitoring and reporting on ICT auditing 	<p>ICT Internal Auditing policy developed in collaboration with CPPO and tem Number of ICT Auditing undertaken</p>
Digital Identity (eID) and Trust services	<ul style="list-style-type: none"> • Planning the development of digital identity infrastructure and trust services • Planning and design the Inventory of systems and 	<p>Digital ID and Trust services developed and available across the Government and private sector</p>

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Divisional Budget	<p>services,</p> <ul style="list-style-type: none"> • Identifying gaps, • Defining priority areas and the action plan of Inventory system and services • Planning and preparation of documents on interoperability frameworks in Government: organizational, legislative, and technical architecture • Conduct training and awareness on the eID and trust services 	Prepare and Monitor Divisional Budget
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<p>14. Key Challenges</p> <p>The post holder must be able to “translate” technical matters so that line managers can understand them.</p>	<p>15. Selection Criteria</p> <p>15.1 PQR (Position Qualification Requirement):</p> <ul style="list-style-type: none"> • University Postgraduate/master’s degree in Computing Science/ Network centric or any IT/ICT related field plus IT Management and at least 5 years working experience. <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • High level communication skills and the ability to communicate technical ideas and requirements to non-technical managers. • High level style of leadership • Fluency in both English and Kiribati language
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	<ul style="list-style-type: none">• Advanced knowledge of infrastructure architecture, standardisation, electronic ID and trust services

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