

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: MLHRD | | |
| 2. Position Title: IT Assistant Specialist | 3. Salary Level: Level 12-11 | 4. Division: Kiribati Institute of Technology |
| 5. Reports To: IT Manager | 6. Direct Reports: Secretary | |
| 7. Primary Objective of the Position: To assist IT Manager in completing activities stated in the work plan which is linked to the MLHRD plan | | |

| 8. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> | | |
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| <ul style="list-style-type: none"> ▪ <i>KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance</i> ▪ <i>MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> | | |
| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
| 1. Well maintained computers or work | Identify problems and provide immediate solutions | Daily or as and when arise so no complaints arising related to computers |
| 2. Well maintained LAN and wireless connectivity | <ul style="list-style-type: none"> • Assist IT Manager in setting up LAN Connections when needed as well as wireless bridges and network backhaul connections • Monitor incoming and outgoing traffic, set rules on open and close ports • Provide reports on each staff internet usage, websites visited, downloads and overall internet usage. • Prioritise staff internet usage • Make recommendations provided with findings on best firewall, switch, route, web filter, and proxy serve to use. | <p>Weekly Report on Internet and bandwidth usage</p> <p>Reliable connection between main office and branches</p> |

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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| 3. Well designed website | <ul style="list-style-type: none"> • Manage website using either commercial or open source CMS like Joomla or Drupal or any available that is available in the market • Can build/ manage online customer enquiry form for customers to send their comments, suggestions, complain and may more. • Can create/ manage online customer • Registration forms many more. | <p>Update website with relevant data and information</p> <p>Monthly or weekly reports on complaints, comments, suggestions lodged in from the website</p> |
| Well manned Mail Server File Backup & Security | <ul style="list-style-type: none"> • Manage Google Mail server for staff and official use • Create and manage staff mail account integrated with Active Directory Serve • Filter and Monitor spams and other unsolicited emails • Daily and Monthly mail backup • Install and update antivirus. | Each permanent staff would have email account @labour.gov.ki |
| FingerPrint Machine | Manage staff registration and able to extract specific attendance once needed | All permanent staff should have punching fingerprint |
| File Server | Manage staff's disk quota and provide routine backup | Produce report on staff exceeds their quota and files stored in their home drive. |
| Antivirus, Windows update and other software update | Perform a weekly routine check on all computers with their active antivirus definitions, check for windows updates, bugs and fix to be installed on all windows computers. | Computers would hardly hit by virus, spyware, malware and any other kind of threat; windows vulnerabilities fixed. |

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| 9. Key Challenges | 10. Selection Criteria |
| Maintenance of equipment | 10.1 PQR (Position Qualification Requirement): Certificate in the IT related areas such as Information system & Computing Studies with 3 years' work experience |

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| | The person should be at all times. Development of the programme requires creativity |
| | 10.2 Key Attributes (Personal Qualities): |

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