

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

<b>1. Ministry:</b> Public Service Office	<b>3. Salary Level:</b> L6-5	<b>4. Division:</b> ICT
<b>2. Position Title:</b> Senior ICT Officer	<b>6. Direct Reports:</b> Deputy Secretary	
<b>5. Reports To:</b> Secretary		
<p><b>7. Primary Objective of the Position:</b> To improve the efficiency and effectiveness of government computing systems through coordinated planning, development and purchasing the expected result of which will be a centrally managed network linking all Ministries and a professionally managed Internet portal for government services; and develop e-Government applications that will improve the access of citizens to Government information and to services provided by the Government – with particular emphasis on improving the access of citizens living on remote islands to the information and services of Government.</p>		

<b>8. Position Overview</b>	
<p><b>9. Financial:</b> NIL</p> <p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• PSO Systems end-users</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Intranet/ Internet upgrading</li> <li>• E-Mail system upgrading</li> <li>• Hardware and software upgrading</li> <li>• ER final version printing</li> </ul>	<p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• In line ICT Officers from all Ministries</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Positions vacancies confirmation</li> <li>• Staff-list reconciliations</li> </ul>

<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>	
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>
	<b>Performance Measures/Outcomes</b>

*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.*

Approved by:	Date of Issue:
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eGovernment	<ul style="list-style-type: none"> <li>Develop master plans for the establishment of a government computing network and e-Government applications, which will improve the efficiency of the Ministries and improve public access to government information and services.</li> <li>Manage funding applications for establishing the government computing network and e-Government applications and manage subsequent implementation projects.</li> <li>Provide advice concerning the development and policies for an e-Government system</li> <li>Develop e-Government applications that will improve the access of citizens to Government information and to services provided by the Government - with particular emphasis on improving the access of citizens living on remote islands to the information and services of Government.</li> </ul>	<ul style="list-style-type: none"> <li>Master Plan developed</li> <li>Funding secured and managed properly</li> <li>Applications developed in timely manner</li> </ul>
Training for IT Officers	<ul style="list-style-type: none"> <li>Provide a coordinated approach to the selection and professional development of IT personnel working within the Ministry</li> </ul>	<ul style="list-style-type: none"> <li>Skilled ICT Workforce</li> </ul>
Back up and Archiving	<ul style="list-style-type: none"> <li>Provide safeguards and security for Government information through a disciplined and professionally managed systems of backups and archiving, and other appropriate measures;</li> </ul>	<ul style="list-style-type: none"> <li>All information are secured</li> </ul>
Software Development	<ul style="list-style-type: none"> <li>Define site/ application objectives by analyzing user requirements envisioning system features and functionality</li> <li>Designs and develops user interfaces to Internet/Intranet applications by setting expectations and features priorities</li> </ul>	<ul style="list-style-type: none"> <li>Applications meet specific user requirements and expectations; reliable and solve a given problems.</li> </ul>

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	<p>throughout development life cycle; determining design methodologies and tool sets</p> <ul style="list-style-type: none"> <li>• Computer programming using languages and software products;</li> <li>• Testing, deployment and maintenance.</li> <li>• Develop database training guidelines and conduct training data-entry personnel and end-users</li> </ul>	
<p>Hardware and Software procurement recommendations</p>	<ul style="list-style-type: none"> <li>• Recommends hardware and software solutions by comparing advantages and disadvantages of purchase options.</li> </ul>	<ul style="list-style-type: none"> <li>• The Ministry is on top of new technology with its software and hardware-based solutions to its day-to-day operations.</li> </ul>
<p>Database Administration</p>	<ul style="list-style-type: none"> <li>• Develop or propose appropriate databases for current and future needs of the Ministry</li> <li>• Analyze current database performance requirements; fine-tune or recommend equipment changes when necessary.</li> <li>• Enforce the standards, security procedures, and control for access to ensure integrity of database system.</li> <li>• Ensure database backups are made periodically</li> </ul>	<ul style="list-style-type: none"> <li>• Proper databases are developed and implemented.</li> <li>• Users manuals, number of in-house training for data-entry end-users.</li> <li>• Fast and efficient databases</li> <li>• Standards, security procedure and control are implemented.</li> <li>• Data integrity</li> </ul>
<p>Applications Users Support</p>	<ul style="list-style-type: none"> <li>• Develop User Guides for all applications developed</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal users' data entry error</li> <li>• Users efficiencies improved</li> </ul>

<p><b>10. Key Challenges</b></p> <ul style="list-style-type: none"> <li>• Working outside working hours or on approved annual leave</li> <li>• May be required to perform tasks outside the responsibility and scope laid out in this Position Description</li> <li>• Undertaking effective consultation with non-technical officials. The post holder must be able to "translate" technical matters so that other managers can understand them.</li> <li>• May be required to assist in the Networking administration</li> </ul>		<p><b>11. Selection Criteria</b></p> <p><b>11.1 POR (Position Qualification Requirement):</b>  <b>Education: Degree in Computer Science/Information System with 3 years post qualification experience in Information Technology</b></p>
		<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p>

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