GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. **Ministry:** Ministry of Information, Communications and Transport	

2. **Position Title:** Chief Architect	3. **Salary Level:** 4	4. **Division:** Digital Transformation Office

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:** • Director of National ICT • Head of Departments **Without referral to Manager:** • nil	12. **External Stakeholder:** • ICT Officers in Line Ministries • ICT Officers in SOEs • Banking institutions (for payment systems) **To be referred to Managers/Supervisors:** • Report on status of the digital transformation

13. KEY ACCOUNTABILITIES(*Include linkage to KDP, MOP and Divisional Plan*)
- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
e-Government interoperability frameworks, e-government architecture, standardization in the field of ICT in public sector.	• Planning and coordinate the implementation of the digital government architecture and standardization • Planning and implementation of use of ICT in Government	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:

	- Digital Government Projects and operational budget planning and implementation - Coordination of activities related to Digital Government projects and programs. - Internal cooperation in digital transformation. - 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 - Advise and implement international standards (ISO and others) and ensure compliance in Government	Auditing will streamline the procedures to operate eGovernment interoperability systems.
ICT Internal Auditing	- Develop ICT internal policies for ICT auditing within the Government - Organizing ICT auditing processes in the Government - Regular monitoring and reporting on ICT auditing	ICT Internal Auditing policy developed in collaboration with CPPO and tem Number of ICT Auditing undertaken

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Digital Identity (eID) and Trust services	• Planning the development of digital identity infrastructure and trust services • Planning and design the Inventory of systems and services, • 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	Digital ID and Trust services developed and available across the Government and private sector
Divisional Budget	Prepare and Monitor Divisional Budget	

14. Key Challenges	15. Selection Criteria
The post holder must be able to "translate" technical matters so that line managers can understand them.	**15.1 PQR (Position Qualification Requirement):** • 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.
	15.2 Key Attributes (Personal Qualities):

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	- 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 - Advanced knowledge of infrastructure architecture, standardisation, electronic ID and trust services

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Approved by:	Date of Issue: