

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MLPID		
2. Position Title: Information Technology Manager	3. Salary Level: 4	4. Division: Information Technology Division
5. Reports to: Secretary MLPID.	6. Direct Reports: IT Manager.	
7. Primary Objective of the Position: <ul style="list-style-type: none"> • Design, build and manage MLPID Network infrastructure • Maintain MLPID WIFI bridges link to remote MLPID offices' division • Install strong security and protection measures on MLPID LAN • Manage Servers and configure critical network services • Install sophisticated backup system for MLPID critical data. • Maintain Internet connectivity for MLPID divisions and remote offices in Xmas and Tarawa • Procurement for Licensed Software (including Anti-virus and necessary software tools for various MLPID divisions' needs) and IT Hardware & Equipment 		

8. Position Overview	
9. Financial: Nil	10 Legal: NCS,OHS,KDP
11. Internal Stakeholders: <ul style="list-style-type: none"> • Employees • Donors To be referred to Manager: All Activities	12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • SOE's To be referred to Manager All Activities
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 	

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.

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ol style="list-style-type: none"> 1. Maintains information technology strategies 2. Researches and implements technological strategic solutions 3. Maintains organization's effectiveness and efficiency by defining and delivering strategic plans for implementing information technologies 4. Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages 5. Managing and reporting on allocation of IT budget 6. Providing direction for IT team members 7. Identifying opportunities for team training and skills advancement 8. Running regular checks on network and data security 9. Identifying and acting on opportunities to improve and update software and systems 	<ol style="list-style-type: none"> 10. Install and manage MLPID Corporate LAN and wireless infrastructure 11. Maintain existing wireless bridges to MLPID remote offices 12. Linux and Windows Server Administration 13. Server virtualization management platform (Proxmox VE, Microsoft Hyper-V, Citrix Hypervisor, etc) 14. Setup Backup system for MLPID critical data (FreeNas is highly recommended) 15. Manage security for MLPID LAN & Wireless 16. Advise on new IT systems upgrade and technology 17. Install and Manage IP Phone systems 18. Manage MLPID Official mail accounts 19. Configure Vlans on L2 Cisco switches and Inter Vlans routing 20. Setup and maintain VPN connection to MLPID office branch 21. Install and configure strong firewall rules and policies and filtering system to avoid cyperber attacks 22. Design good environment for all Critical MLPID servers, Switches, Patch panels with clean cable management + proper wiring to divisional offices. 	<ol style="list-style-type: none"> 23. MLPID servers are well maintained and protected against emerging security threats 24. System and user data get backup on a regular basis 25. Reliable network internet connectivity access for MLPID divisions and remote office branches 26. Latest security patches and upgrades on network and servers on regular basis 27. Stable network connections between MLPID configured vlans and ease of access to network services 28. Software tools required for MLPID needs and installed and licensed with regular updates

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.

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

10. Key Challenges	11. Selection Criteria
<p>1. Expectation:</p> <ul style="list-style-type: none"> • The post holder must have good experience with advanced hardware firewalls including pfsense, or Fortinet, cisco or Mikrotik and setup web filtering. • Vlan configuration and Inter-vlan routing skills are required. • Manage L2 managed cisco switches • Constant research on IT trends and best practices 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Essential</p> <ul style="list-style-type: none"> • Bachelor in Computer Science/Information System/Information Technology with 5-years' experience related to field, <p>Experience:</p> <ul style="list-style-type: none"> • Install and manage vlans with L2 managed critical data switches • Install WIFI networks and link remote wireless stations • Configuration Windows Servers and Linux Servers • Setup Backup system for <p>Job Training: IT works and funded Trainings.</p> <p>Prerequisite: N/A</p> <hr/> <p style="text-align: center;">a. Key Attributes (Personal Qualities):</p> <p>2. Knowledge Understanding of general IT/IS</p> <p>3. Skills:</p> <ul style="list-style-type: none"> • Vlan configuration in managed switch • Firewall configuration in Fortinet,pfsense,cisco or mikrotik • Install Linux and administration • SAMBA configuration for network file share • Active directory configuration on Windows or Linux <p>4. Attributes</p> <ul style="list-style-type: none"> • Highly self-motivated and conscientious person who does not require regular supervision • Creative • Organized • Hardworking • Productive

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.

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<ul style="list-style-type: none">• Reliable• A good team worker
--	---

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.

Revised by Tokoia Oben Rakentaake	Date of Issue:03/03/20
--	-------------------------------