

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

<b>1. Ministry:</b> MLPID		
<b>2. Position Title:</b> Information Technology Specialist (Vacancy)	<b>3. Salary Level:</b> 10-9/8-7	<b>4. Division:</b> Information Technology Division
<b>5. Reports to:</b> Secretary MLPID.	<b>6. Direct Reports:</b> IT Manager.	
<b>7. Primary Objective of the Position:</b> <ul style="list-style-type: none"> <li>• Design new database system and improve existing systems to help facilitate process</li> <li>• Update and Maintenance of MLPID website and official mail</li> <li>• Provide regular trainings on MS Office program to MLPID users</li> <li>• Maintain MLPID Stocks (Consumable and non-consumable)</li> </ul>		

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

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<ol style="list-style-type: none"> <li>1. Front &amp; Backend Web Development and Database Design</li> <li>2. Updates to MLPID websites</li> <li>3. Maintain and improve current MS Access databases</li> <li>4. Design new database systems that will replace manual system to help facilitate process</li> <li>5. Provide In-housing trainings for special need on commonly programs in particular MS Office program</li> </ol>	<ol style="list-style-type: none"> <li>6. Maintenance and upgrade on MLPID website</li> <li>7. Weekly update on existing Access databases</li> <li>8. Improve design and VBA codes on existing Timekeeper, HMM and Housing database</li> <li>9. Provide monthly reports on MLPID stocks</li> <li>10. Publish new contents on developments or project on MLPID website</li> <li>11. Manage official mail account</li> <li>12. Provide trainings on commonly used MS Office program to MLPID staff in Word, Excel and Power Point</li> <li>13. Weekly &amp; daily record of stocks and make advance order to avoid shortage, e.g. toners, drum unit, etc.</li> <li>14. Setup Multiple Access Database system accessible on the MLPID LAN</li> </ol>	<ol style="list-style-type: none"> <li>15. MLPID Website down time is minimal.</li> <li>16. More user friendly system that assist users carry out their work more efficiently, and provide more accurate reports quickly.</li> <li>17. Provide more bug free systems</li> <li>18. MLPID stocks are well maintained with accurate report</li> <li>19. MLPID is well updated including new development on Xmas</li> <li>20. MLPID official accounts are well updated</li> <li>21. Comfortable and more productive with MS office</li> <li>22. Avoid out of stocks</li> <li>23. Provide central update on data</li> </ol>
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**10. Key Challenges**

**11. Selection Criteria**

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<p>1. Expectation:</p> <p>The post holder have to undertake and utilize technology like PHP , VBA, HTML, CSS , MS Access and MySQL, any Content Management System , e.g Joomla, WordPress, Drupal, etc.</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education: Essential</b></p> <ul style="list-style-type: none"><li>• Diploma in IT/IS with 5-years' experience related to field,</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Background in Access database and VBA</li><li>• Office LAN setup and configuration</li><li>• Software and hardware troubleshooting</li></ul> <p><b>Job Training:</b> IT works and funded Trainings.</p> <p><b>Prerequisite:</b> N/A</p>
	<p style="text-align: center;"><b>a. Key Attributes (Personal Qualities):</b></p> <p><b>2. Knowledge</b> Understanding of general IT/IS</p> <p><b>3. Skills:</b> Access VBA programming and familiarity with one of Content Management System (Joomla, WordPress, etc), HTM &amp; CSS, Database (Access or MySQL ,etc)</p> <p><b>4. Attributes</b></p> <ul style="list-style-type: none"><li>• Highly self-motivated and conscientious person who does not require regular supervision</li><li>• Creative</li><li>• Organized</li><li>• Hardworking</li><li>• Productive</li><li>• Reliable</li><li>• A good team worker</li><li>• Do his/her own research on technologies on PHP, VBA Programming, MySQL and integrate skills to develop MLPID Information system</li></ul>

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<b>Revised by Tokoia Oben Rakentaake</b>	<b>Date of Issue:03/03/20</b>
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