

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communications and Transport		
2. Position Title: Senior Regulatory & Licensing Officer	3. Salary Level: L6-5	4. Division: Digital Transformation Office
5. Reports To: Chief Regulatory & Licensing Officer	6. Direct Reports: to be added later	
7. Primary Objective of the Position: Assist Chief Regulatory & Licensing Officer to develop and provide advice on ICT and digital transformation legal matters		

8. Position Overview		
9. Financial:	10 Legal:	
11. Internal Stakeholder: <ul style="list-style-type: none"> • Head of Digital Transformation Units • ICT officers Without referral to Manager: <ul style="list-style-type: none"> • prepare Cabinet paper on ICT legal matters 	12. External Stakeholder: <ul style="list-style-type: none"> • Office of the Attorney General, CCK & ICT Taskforce To be referred to Managers/Supervisors: <ul style="list-style-type: none"> • legal advice/opinion on agreements, contracts and MOU • compliance to standards and policies 	
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan) ▪		
KDP/KPA: <ul style="list-style-type: none"> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

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:
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Assist CRLO on coordination of development of legal framework of e-Government	<ul style="list-style-type: none">• Planning and coordinating discussion and preparation of needed legal acts of needed for eGovernment and digital transformation	Compliance to legislations
The position holder is will be assisting CRLO on:		New legislations developed

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<ul style="list-style-type: none"> ● Preparation and coordination of preparation of draft legal acts regulating personal data protection, data management, digital signature, and other related digital transformation. ● Revision of existing ICT legislations ● Organising work on public procurement on ICT in Government ● Coordinating and organizing licensing of Software (SW) and Hardware (HW) in Government ● Preparation and coordination of preparation of agreements/contract with suppliers ● Training and Awareness on legal aspects. ● Cyber-crime law ● Cyber security legal frameworks ● Hardware procurement 	<ul style="list-style-type: none"> ● Prepare and coordinate the drafting of new ICT related bills, such as personal data protection, data management, digital signature, etc. ● Review and amendments to existing ICT legislations ● Managing and coordinating public procurement on ICT related systems and services. ● Arrangement of SW and HW licensing in public administration ● Preparation of legal aspects of service level agreements (SLA-s) in public administration ● Preparation of procurement agreements and contracts made with suppliers (incountry/overseas) ● Prepare contracts on consultancy firms ● Organising training and awareness activities on eGovernment legal framework. ● Provide advice on cyber-crime cases and ICT related cases. ● Develop and plan on appropriate legislation that will support cybersecurity efforts nationally. 	<p>Existing legislations reviewed and updated</p> <p>Number of MOUs drafted</p> <p>Number of contracted developed</p> <p>Number of Training undertaken</p>
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<ul style="list-style-type: none"> ● Software procurement ● Digital Identity/Signature Legislation ● Legal Advisory on Digital related matters ● Service level agreements and Memorandum of Understandings 	<ul style="list-style-type: none"> ● Procurement of computers, servers, networking equipment ● Procurement of software which includes licensing. ● Development of legal frameworks related to digital identity and signatures which are the core requirements of digital Government. ● Provide legal guidance, opinion and advisory on related matters such as agreements, legal cases and advisory on digital issues. ● Development of service level agreements and memorandum of understandings as required by the DTO 	
Divisional Budget	Prepare and monitor divisional Budget	

14. Key Challenges	15. Selection Criteria
	<p>15.1 PQR (Position Qualification Requirement):</p> <ul style="list-style-type: none"> ● Degree in Law with at least 3 years of experience working in public administration or in business sector focusing on legal issues
	<p>15.2 Key Attributes (Personal Qualities):</p>

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	<ul style="list-style-type: none">• Good knowledge on general issues about legal framework of public administration• High level style of leadership• High level English• Use of computer technology• Good communication skills

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