

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Employment and Human Resource Development		
2. Position Title: IT Technician	3. Salary Level: L14-12	4. Division: Kiribati Institute of Technology (KIT) 5. Location: Betio Campus
6. Reports To: Registrar with the day to day reporting to Senior IT Technician	7. Direct Reports:	
8. Primary Objective of the Position: To provide the day-to-day ICT support to students and staff, repairing and maintaining computers, systems and other ICT equipment and facilities and to develop initiatives to raise the standard of computer systems.		

9. Position Overview	
9. Financial: Nil	10. Legal: Kiribati National Conditions of Service 2012
11. Internal Stakeholders: <ul style="list-style-type: none"> • Employees and Senior Managers at KIT • Ministry of Labour and Human Resource Development • SfEP Advisers To be referred to Manager: <ul style="list-style-type: none"> • Training needs • Staffing needs 	12. External Stakeholders: <ul style="list-style-type: none"> • Employees and Senior Managers within other Ministry Divisions • Other GoK ministries To be referred to Manager: <ul style="list-style-type: none"> • Alignment of IT systems • Adopting of good systems

13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ KDP/KPA: KPI 1 Human Resource Development; KPI 2 Economic Growth and Poverty Reduction ▪ MEHR MOP Outcome: <i>Goal 1. Develop an integrated and accountable TVET system to improve workforce skills</i>

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.

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Goal 5. Training for economic and sustainable development

▪ **Divisional/Departmental/Unit Plan:**

Goal 1: Further develop KIT into a high quality institution offering a range of TVET courses to international standards.

Goal 2: Increase national and international employment and further study opportunities for KIT graduates

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
High level system performance	Provides administration and securities to the KIT Server and network	Daily monitoring and system updates
Scheduled classes are conducted in accordance with timetable	Daily visit of Computer laboratories to ensure there are no major issues with student computers or equipment.	Computers & equipment are at all times functional for daily classes.
Computer good working order	Daily attend to computer fault and monitor staff computer usage. Install and update antivirus software to keep a virus free environment	Safe and free virus ICT work environment
Computer good working order	Repair, maintain and consult technical advise	Technical partnership maintained
Server good working order	Develop and daily backup data	Easy retrieval of information and data securely stored
Proper computer usage	Induct new staff on computer and system usage	Induction plans
Increase in computer literacy	Provide basic ICT training to staff with the basic skills necessary for safe use of computers	ICT literacy is increased and computers life prolonged
Satellite dish and internet connectivity in good working order	Monitor Satellite dish performance and internet usage.	ICT systems are functioning at all times
Effective ICT training	Assist IT lecturers to develop skills necessary for delivery and maintenance of KIT computer facilities.	ICT required standards are maintained

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Efficient computer systems to support learning	Advise Deputy Principal on computer equipment and facilities requirements.	Regular ICT workgroup meeting
Effective systems	Develop and review ICT policies and new systems for KIT	Systems are continuously improved
Contribution to key organizational objectives.	To carry out other duties as directed by the Director or Head of School.	Willing to contribute to organizational key objectives in collaborative manner.

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Consistently meeting all requirements of the KIT Teaching and Learning • Always complying with the KIT “English Only” Policy. • Responsive approach to changing demands as required in meeting international standards 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> • Certificate ICT from Tertiary Education (qualification) <p>Experience:</p> <ul style="list-style-type: none"> • More than 3 years in the IT related positions <p>Job Training:</p> <ul style="list-style-type: none"> • Relevant on the job training <hr/> <p>15.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> • Certificate level IT knowledge <p>2. Skills:</p> <ul style="list-style-type: none"> • Has the appropriate skill in computer hardware and software. <p>3. Attributes</p> <ul style="list-style-type: none"> • Ability to communicate and negotiate with others. • Ability to work within a collaborative and team based work environment.

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	<ul style="list-style-type: none">• Commitment and ability to adhere to all OHS directives of the Institute.
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