GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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

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

5. **Reports To:** Director of National ICT	6. **Direct Reports:** Senior ICT Officer

7. **Primary Objective of the Position:** Planning and management of software development

8. Position Overview

9. **Financial**:	10 **Legal:**
11. Internal Stakeholder: ● Director of National ICT ● Head of Departments **Without referral to Manager:** i. Budget/Funding of activities ii. Changes to workplan iii. Leave outside agreed leave roster	**12. External Stakeholder:** ● ICT Officers in Line Ministries ● HODs in Line Ministries **To be referred to Managers/Supervisors:** ● Report on the development of applications

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
Software/Digital Services Development	● Managing software development projects Managing software development teams	ICT developments embed SW development to a more effective Government IT system

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:

	- Planning and implementation of software development in Government IT systems - Planning and implementation of software development in Government - Data analysis, and requirements for new and existing software solutions - Harmonizing and standardizing methodology and SW platforms - Planning the budget and analysing cost-effectiveness of the software development - Lead the review, design and development of e-Applications, Database, and mobile Apps as required	
Open Data	Design and Develop Open Data Platform for whole of Government	Open Data platform is developed and accessible
Government websites	Lead the review, design and development of Government websites	Government websites are developed or updated to meet the approved standards
Citizen Portal	- Lead the design and develop citizen portal to access to public information - Planning and implementation of the Citizen's portal to enable a one stop shop for all Government services	Citizens Portal developed and accessible by the general public
Catalogue of interoperable solutions	Design and develop the catalogue of interoperable solutions	Catalogue of interoperable solutions developed
Government registries	- Reviewing the solutions of existing and new registries and systems - Planning to implement existing new registries and data for the Government - Developing and maintaining Government registries and ensuring data are reusable across multiple Government services.	Digital services are implemented for efficiency

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:

Data digitisation	● Data digitalisation and transforming to web/mobile service technologies.	Number of manual systems are converted to digital services
New technology integration to government digital services	● Analysing and actively explore how to implement and develop (new) technologies for the efficient functioning and delivery of government services through digital means.	New technologies are used in development of new digital services
DevSecOps - security	● Analyse application source code to identify any security defects, vulnerabilities or bugs in a developer's code quality and rectify these security issues.	Applications developed are secure
Divisional Budget	● Prepare and monitor divisional budget	Budget prepared

14. Key Challenges	15. Selection Criteria
The post holder must be able to "translate" codes/applications so that line managers can understand them.	**15.1 PQR (Position Qualification Requirement):** ● University Postgraduate/master's degree in Computing Science/Software engineering with at least 5 years working experience
	15.2 Key Attributes (Personal Qualities): ● High level communication skills and the ability to communicate technical ideas and requirements to non-technical managers. ● Good knowledge of software (SW) development, experience on computer programming at least in 1 computer language ● High level style of leadership ● High level English or Fluency in both English

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:

	● Advanced knowledge and skills on management of SW development teams

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: