

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Finance and Economic Development		
2. Position Title: Software Developer	3. Salary Level: 9-7	4. Division: Digital Transformation Office (DTO)
5. Reports To: Chief Digital Services Officer, DTO.	6. Direct Reports: None.	
7. Primary Objective of the Position: To design, develop, implement, and maintain software applications, web solutions, and databases that support the digital transformation of government services in accordance with whole-of-government standards and technical frameworks established by the Digital Transformation Office.		
8. Position Overview: Under the Digital Government Act 2023, all government software developers are positioned within the Digital Transformation Office (DTO) as part of a unified national ICT workforce. Software developers may be deployed to line ministries to provide on-site development support while remaining under the direct management and supervision of the DTO. This centralized structure ensures consistent technical standards, development methodologies, security protocols, and interoperability frameworks across all government digital services. Developers work collaboratively with ministry stakeholders to understand and deliver solutions that meet specific ministerial needs while maintaining alignment with whole-of-government digital transformation strategy and technical architecture.		
9. Financial: NA	10. Legal: Digital Government Act 2023	
11. Internal Stakeholders: <ul style="list-style-type: none"> • National Director of ICT • Chief Digital Services Officer • Senior Software Developer • Line Ministry Heads of Department <p>Without referral to Manager:</p>	12. External Stakeholders: <p>12. External Stakeholder:</p> <ul style="list-style-type: none"> • External Software Vendors and Consultants • Development Partners and Donors • Technology Solution Providers <p>To be referred to Managers/Supervisors:</p> <ul style="list-style-type: none"> • Technical architecture decisions and major system design changes 	

This is position description provides a comprehensive, 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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<ul style="list-style-type: none"> • i. Routine development tasks within approved project scope • ii. Minor bug fixes and maintenance activities • iii. User support for deployed applications 	<ul style="list-style-type: none"> • Security vulnerabilities and incidents • Significant changes to project scope or timelines of vehicle for costing approval. 	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 2: Economic Growth and Poverty Reduction</i> ▪ <i>MOP Outcome: KPA 2: Economic Growth and Poverty Reduction</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Software Application Development and Maintenance	<ul style="list-style-type: none"> • Design, develop, and implement web-based applications using DTO-approved programming languages and frameworks • Create user-friendly interfaces that meet ministry-specific needs while adhering to DTO design standards • Write clean, efficient, secure, and maintainable code following DTO coding standards • Conduct thorough testing including unit, integration, and user acceptance testing • Debug and resolve application defects and performance issues 	<ul style="list-style-type: none"> • Applications meet user requirements and DTO standards • Projects delivered on schedule • User satisfaction ratings meet targets (minimum 80%)

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Website Development and Maintenance	<ul style="list-style-type: none"> ● Develop and maintain government websites in accordance with DTO web standards 	Website Development and Maintenance
Technical Documentation and Knowledge Management	<ul style="list-style-type: none"> ● Create and maintain comprehensive technical documentation for all applications ● Document system architecture, database schemas, and API specifications ● Develop user manuals and training materials ● Maintain version control and code repository documentation 	<ul style="list-style-type: none"> ● Documentation is complete, accurate, and up-to-date ● User manuals enable self-service support
Technical Documentation and Knowledge Management	<ul style="list-style-type: none"> ● Create and maintain comprehensive technical documentation for all applications 	Technical Documentation and Knowledge Management
Standards Compliance and Application Security	<ul style="list-style-type: none"> ● Implement applications in accordance with DTO development standards and methodologies ● Conduct application security reviews and vulnerability assessments ● Implement secure coding practices and address security defects promptly ● Follow DevSecOps practices as established by DTO 	<ul style="list-style-type: none"> ● 100% compliance with DTO technical standards ● Critical vulnerabilities resolved within 48 hours ● Zero security incidents due to development practices

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<p>User Support and Ministry Engagement</p>	<ul style="list-style-type: none"> ● Provide technical support to ministry users of developed applications ● Conduct training sessions for end users and ministry staff ● Gather user requirements and translate them into technical specifications ● Maintain positive working relationships with ministry stakeholders 	<ul style="list-style-type: none"> ● User issues resolved within agreed service levels ● Training sessions delivered as scheduled ● Positive stakeholder feedback
<p>Professional Development and Team Collaboration</p>	<ul style="list-style-type: none"> ● Participate in DTO professional development activities and training programs ● Stay current with emerging technologies and development practices ● Collaborate with other DTO developers through team meetings and forums ● Share knowledge and best practices with the DTO developer team 	<ul style="list-style-type: none"> ● Participation in DTO training programs ● Active engagement in team forums and meetings ● Professional development goals achieved annually
<p>Reporting and Accountability to DTO</p>	<ul style="list-style-type: none"> ● Provide regular progress reports to Chief Digital Services Officer on project status ● Maintain accurate records of development work, changes, and configurations ● Report on compliance with DTO standards and methodologies ● Report critical issues and risks promptly 	<ul style="list-style-type: none"> ● Reports submitted on time and meeting quality standards ● Performance objectives achieved ● Timely escalation of issues

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14. Key Challenges	11. Selection Criteria
<p>14. Key Challenges</p> <ul style="list-style-type: none"> ● Balancing multiple ministry-specific needs while maintaining whole-of-government standards ● Translating complex technical concepts into language understandable by non-technical ministry staff ● Managing multiple projects with competing priorities and limited resources ● Keeping pace with rapidly evolving technology while maintaining system stability ● Working within bandwidth and infrastructure constraints in Kiribati 	<p>15. Selection Criteria</p> <p>15.1 PQR (Position Qualification Requirement):</p> <p>Essential:</p> <ul style="list-style-type: none"> ● Bachelor's Degree in Computer Science, Software Engineering, Information Technology, or related discipline ● Minimum 3 years of professional experience in software development, web application development, or database development ● Demonstrated proficiency in at least one modern programming language (e.g., Java, PHP, Python, JavaScript) ● Experience with web development technologies (HTML, CSS, JavaScript frameworks) ● Experience with relational database management systems (MySQL, PostgreSQL, or similar)
	<p>15.2 Key Attributes (Personal Qualities):</p> <p>Technical Competencies:</p> <ul style="list-style-type: none"> ● Strong analytical and problem-solving skills ● Excellent attention to detail and commitment to code quality ● Ability to learn new technologies and programming languages quickly ● Strong understanding of software development lifecycle and methodologies ● Ability to write clean, well-documented, and maintainable code

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	<p>Communication and Interpersonal Skills:</p> <ul style="list-style-type: none">● Excellent Kiribati & English language proficiency (written and spoken)● Ability to communicate technical concepts to non-technical audiences● Strong customer service orientation and user focus● Effective collaboration and teamwork skills● Ability to build and maintain positive relationships across ministries <p>Work Management and Professional Attributes:</p> <ul style="list-style-type: none">● Self-motivated with ability to work independently and as part of a team● Strong time management and organizational skills● Ability to manage multiple projects and competing priorities● Flexibility and adaptability to changing requirements and technologies● Commitment to professional development and continuous learning● High level of integrity and professionalism● Willingness to work extended hours when required to meet project deadlines<ul style="list-style-type: none">○ ● Adaptability to work effectively in different ministry environments when deployed dedicated.
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Approved by:

Date of Issue:

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