


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

1. Ministry: Ministry of Information, Communication, Transport and Tourism Development		
2. Position Title: Senior ICT Officer	3. Salary Level: 6-5	4. Division: ICT Policy Development Division
5. Reports To: Secretary	6. Direct Reports: Director ICT	
7. Primary Objective of the Position: To improve the efficiency and effectiveness of government computing systems through coordinated planning, development and purchasing - the expected result of which will be a centrally managed network linking all Ministries and a professionally managed Internet portal for government services; and develop e-Government applications that will improve the access of citizens to Government information and to services provided by the Government - with particular emphasis on improving the access of citizens living on remote islands to the information and services of Government		

8. Position Overview		
9. Financial: Nil		
11. Internal Stakeholder: MICTTD Staff Without referral to Manager: Assist MICTTD staff with issues related to eGovernment applications and services	12. Internal Stakeholder: Director of ICT/Secretary To be referred to Managers/Supervisors: Develop strategic plans for eGovernment services Prepare cabinet papers on activities related to eGovernment	10 Legal: National ICT Policy, Communication Act. 13. External Stakeholder: in line IT Officers from all Ministries To be referred to Manager: Liaise with Ministries on eGovernment applications and needs and develop strategies to address needs of Ministries related to online services
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪ KDP/KPA:		

*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:	05	06	17
--------------	--	----------------	----	----	----

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

<ul style="list-style-type: none"> <li>▪ MOP Outcome:</li> <li>▪ Divisional/Departmental/Unit Plan:</li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
eGovernment	<p>Develop master plans for the establishment of a government computing network and e-Government applications, which will improve the efficiency of the Ministries and improve public access to government information and services;</p> <p>Manage funding applications for establishing the government computing network and e-Government applications, and manage subsequent implementation projects.</p> <p>Provide advice concerning the development and policies for an e-Government system</p> <p>Develop e-Government applications that will improve the access of citizens to Government information and to services provided by the Government – with particular emphasis on improving the access of citizens living on remote islands to the information and services of Government.</p>	<p>Master Plan developed</p> <p>Funding secured and managed properly</p> <p>Timely and relevant advice provided</p> <p>Applications developed in timely manner</p>

*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: 05/06/17
---	-------------------------


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

<p>Training for Government IT Officers</p>	<p>Provide a coordinated approach to the selection and professional development of IT personnel working for the Government;</p>	<p>Skilled IT workforce</p>
<p>Backup and Archiving</p>	<p>Provide safeguards and security for Government information through a disciplined and professionally managed system of backups and archiving, and other appropriate security measures;</p>	<p>All Government information are secured</p>
<p>Monitoring of services and needs of Government</p>	<p>Monitor and regularly report on the telecommunication services and needs of Government entities, including the Island Councils.</p>	<p>Government telecommunication services and needs are resolved in a timely fashion</p>

**14. Key Challenges**

**15. Selection Criteria**

*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: 05/06/17
---	-------------------------

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

<p>The post holder is expected to coordinate with all Government Ministries on eGovernment projects and activities.</p>	<p><b>15.1 PQR (Position Qualification Requirement):</b> Education: Degree in Computer Science/Information System with <del>3</del> years post <del>qualification</del> work experience in Information Technology.</p> <p><b>15.2 Key Attributes (Personal Qualities):</b> The post holder should possess the following: Fluency in both English and Kiribati Language Ability to work with multiple stakeholders Experience in developing software systems used in production Knowledge of software programming Experience in designing, deploying and maintaining network systems Ability to solve complex IT problems</p>
---	--

*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: 05 / 06 / 17
--------------	-----------------------------