

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communications and Transport		
2. Position Title: Director of National ICT	3. Salary Level: L3	4. Division: Digital Transformation Office
5. Reports To: Secretary	6. Direct Reports: Secretary	
7. Primary Objective of the Position: Head of the Digital Transformation Office and central coordination and implementation of the digital transformation agenda in Government of Kiribati		

8. Position Overview	
9. Financial: NIL	10 Legal: NIL
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • HODs • Staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Payment of goods & services from the recurrent/development fund. • Recruitment of staff • Disciplinary issues • Budget matters • Overseas/Local travel • Training matters • HRD issues • ICT Policy issues 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • All line Ministries • SOEs <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Positions vacancies confirmation • Staff-list reconciliations

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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
ICT Budget	<ul style="list-style-type: none"> • Develop ICT Budget for the Ministry which includes budgets for software and hardware required in all of Government • Manage the utilization of the ICT Budget 	<ul style="list-style-type: none"> • Budget is well utilized • Overspent is avoided
ICT Governance	<ul style="list-style-type: none"> • Coordinate the development of the ICT strategies to form part of the MSP • Coordinate the development of the ICT Internal Policy • Develop training plan for ICT staffs 	<ul style="list-style-type: none"> • Strategies targets are met • ICT Internal Policy developed and enforced • Generally improved the entire ICT processes and activities
ICT Staff Management	<ul style="list-style-type: none"> • Monitor staff movement • Develop the leave roster • Coordinate the division workplan development 	<ul style="list-style-type: none"> • Effective staff performance in achieving targeted goals
ICT Advisor	<ul style="list-style-type: none"> • Provide advice on current and future development on software and hardware needs of the Ministry • Provide advice on potential security threats • Provide advice on new and emerging technologies to be used 	<ul style="list-style-type: none"> • Informed and educated decisions
Digital Government	<ul style="list-style-type: none"> • Planning and implementation of use of ICT in Government • ICT projects and operational budget planning and implementation 	<ul style="list-style-type: none"> • Adoption of Digital Government across the Government is well supported

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	<ul style="list-style-type: none"> • Coordination of activities related to ICT projects and programs • International cooperation in digital transformation • Management of the work of Digital Transformation Office (DTO) • Preparation and implementation of the decisions of Advisory Board • Coordination of the work of programs and project teams on implementation of digital transformation in Government. • Initiate and coordinate national and cross-government ICT projects and programmes. • Management of the Digital Transformation Office • Planning and implementation of the work of Advisory Board 	<ul style="list-style-type: none"> • Digital Government enhances the access to Government services by citizens and business • DTO office is well managed
National ICT Policy Development	<ul style="list-style-type: none"> • Review the effectiveness of existing telecommunication and ICT policies, formulate new policies including those for universal access, broadcasting, cyber security and spam and related areas; participate as required in computer Emergency Response Team (CERT) to counter cyber threats. • Assist in the development of policies and programmes to improve the access of disadvantaged and underserved sectors of society (disabled or impaired, aged, poor etc.) to services in Kiribati 	<ul style="list-style-type: none"> • National ICT Policy Developed, regularly Reviewed and updated
Digital Transformation	<ul style="list-style-type: none"> • Coordinate national and international cooperation activities in the field of digital transformation and ICT 	<ul style="list-style-type: none"> • Digital Transformation in Kiribati is implemented
International ICT Partnerships and Treaties	<ul style="list-style-type: none"> • (GAC) of the Internet Corporation for Assigned Names and Numbers (ICANN). 	<ul style="list-style-type: none"> • Ensure that Kiribati complies with its international obligations as they relate to telecommunications, data privacy and IT.

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	<ul style="list-style-type: none"> • Monitor and participate as necessary in the work of international bodies relevant to ICT such as the International Telecommunication Union (ITU), the Commonwealth Telecommunication Organization (CTO), the Asia-Pacific Telecommunity (APT) and other international organizations associated with ICT, as a representative of the Government of Kiribati. 	
<p>Government IT Professional Network</p>	<ul style="list-style-type: none"> • Monitor the usage of ICT resources and provide advice on the most effective allocation and usage of ICT resources • Establish and coordinate a network of ICT professionals across Government Ministries • Provide on the job training, coaching, and mentoring to ICT staff across all Ministries • Provide advice to Ministries on ICT training needs and training solutions 	<ul style="list-style-type: none"> • Reports provided on IT resource usage • Government IT professional network established • IT staff training needs identified and documented

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Working outside working hours or on approved annual leave • May be required to perform tasks outside the responsibility and scope laid out in this Position Description • Undertaking effective consultation with non-technical officials. The post holder must be able to “translate” technical matters so that other managers can understand them. 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <p>A Master’s degree qualification in Computer Science, Information and Communication Technologies or equivalent.</p> <p>Experience:</p> <p>At least eight years working experience in the ICT sector, five which working at a management level preferably in the public sector.</p>

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	Job Training:
	Prerequisite:
	11.2 Key Attributes (Personal Qualities): 1. Knowledge <ul style="list-style-type: none">• Possess a wide knowledge of computing science and information technology.• Deep understanding of digital issues in Kiribati• Proven ability to research and write high level reports and discussion papers, for use by Senior Officers across all Ministries and Cabinet.• Thorough understanding of the challenges and opportunities of providing ICT services in Kiribati. Thorough understanding of recent international developments in the provision of ICT services.• Able to handle all difficult ICT issues and related cases• Excellent written and oral communication skills• Ability to priorities tasks and to complete them quickly and accurately, and to organize own tasks.• Ability to remain calm under pressure and to handle difficult situations• Commitment to working effectively within a team environment• Possess a wide knowledge on leadership.• Ability to use initiative and judgement. 2. Skills: <ul style="list-style-type: none">• Quality office and Customer service skill• Critical thinking

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	<ul style="list-style-type: none">• Instructing• Skillful in an IT-Support environment• Skillful working with networked computing systems• Complex problem solving• Speaking• Perform a motivated, proactive and helpful approached to work <p>3. Attributes</p> <ul style="list-style-type: none">• Team work• Concern for others• Self-control• Attention to detail• Analytical thinking• Integrity• Team work• Strong and fit• Work under harsh conditions

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