

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

<b>1. Ministry:</b> Ministry of Information, Communications and Transport		
<b>2. Position Title:</b> Chief Information Security Officer	<b>3. Salary Level:</b> 4	<b>4. Division:</b> Digital Transformation Office
<b>5. Reports To:</b> Director of National ICT	<b>6. Direct Reports:</b> Senior Information Security Analyst	
<b>7. Primary Objective of the Position:</b> Responsible for all aspects of developing and executing CERT Kiribati activities to include setting the technical direction; development of incident response and cyber security framework, policies, procedures, and standards; managing financials; identify personnel capacity development; and personnel issues.		

<b>8. Position Overview</b>	
9. Financial: N/A	10. Legal: N/A
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Director of National ICT</li> <li>• HODs</li> </ul> <p>To be referred to SRO:</p> <ul style="list-style-type: none"> <li>• CERT Kiribati annual work plan and budget.</li> <li>• Quarterly cyber security reports.</li> <li>• Reports on cyber security incidents.</li> <li>• Policies and MOU (on cyber security)</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• ICT Officers in SOEs</li> <li>• ICT Officers in Government</li> <li>• Telecom companies i.e. Vodafone, Oceanlink</li> <li>• Internet Service providers</li> <li>• Banking institutions i.e. ANZ</li> <li>• Public</li> </ul>
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>	

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Technical lead for CERT	<ul style="list-style-type: none"> <li>• Identify and foster the development of training materials, documented requisite knowledges, skills and abilities required by CERT personnel; including educational and training materials contents, mentoring, professional and skill development.</li> <li>• Actively participate in professional learning opportunities.</li> <li>• Demonstrate active participation in and promoting cyber security education and technical training.</li> <li>• Monitors and observes new technical developments, intruder activities, and related trends to help identify future threats.</li> <li>• Ensures regular update of technical area's plan; reviews feasibility of plan, identifies risks and defines risk mitigation strategy.</li> <li>• Implement minimum technical standard for incident response system.</li> </ul>	<ul style="list-style-type: none"> <li>• Developed and trained staff with the needed technical, soft skills and process understanding.</li> <li>• Provide technical guideline for minimum standard for information systems to stakeholder.</li> </ul>
Budget & Workplan	<ul style="list-style-type: none"> <li>• Manage allocated budget effectively.</li> <li>• Maintain a close watching brief of the budgets and financial implications of resource decisions.</li> <li>• Lead and support initiatives aimed at achieving efficiency gains.</li> <li>• Plan and implement annual work plan and budget for CERT; sets goals and objectives and manages operational and functional activities; implements and tracks short- and long-term CERT's</li> </ul>	

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	<p>operational plans (financial, staffing, infrastructure).</p> <ul style="list-style-type: none"> <li>• Develop a national contingency plan and organize regular exercises for large scale network security incident response and disaster recovery.</li> </ul>	
Policy development in Cybersecurity	<ul style="list-style-type: none"> <li>• Implement incident handling policy, information exchange policy for CERT</li> <li>• Develop, Implement, Review and Improve national cybersecurity strategy/guideline.</li> <li>• Develop and Implement National Critical Infrastructure Protection Policy.</li> <li>• Implement MOU on information sharing with regional/international CERT.</li> <li>• Establish a communication policy with legal (MOJ) affairs and management.</li> <li>• Manage and implement appropriate cybersecurity standards and controls across government.</li> </ul>	<ul style="list-style-type: none"> <li>• Cyber Security Policies and standards developed and communicated with concern stakeholders.</li> </ul>
Chair CERT working groups	<ul style="list-style-type: none"> <li>• Chair and lead the CERT's Kiribati Cybersecurity Working Group (KSWG)</li> <li>• Chair and lead the Child Online Protection Working Group (COPWG)</li> </ul>	<ul style="list-style-type: none"> <li>• Develop child online protection measures.</li> <li>• Implementation of national cybersecurity guideline.</li> </ul>
Cybercrime	<ul style="list-style-type: none"> <li>• Lead technical assistance on cybercrime matters</li> <li>• Develop technical training for prosecutors, judiciary, and law enforcement for cybercrime.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop training strategy for all key stakeholders on cybercrime investigation</li> </ul>

**10. Key Challenges**

**11. Selection Criteria**

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<ul style="list-style-type: none"><li>• Willing to work 24x7 or on-call duty (depending on the service model)</li><li>• Maximum of travelling distance (in case of emergency availability in the office; maximum travelling time)</li><li>• Level of education</li><li>• Experience in working in the field of IT security</li></ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ol style="list-style-type: none"><li>1. Postgraduate studies in Computing Science AND Information System.</li></ol> <p><b>Experience:</b> 5 years working experience OR proven knowledge and experience in Networking Security and Administration.</p> <p><b>Job Training:</b></p> <p><b>Prerequisite:</b></p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"><li>1. <b>Knowledge and Skills</b><ul style="list-style-type: none"><li>• Working knowledge of secure systems and network architecture practices.</li><li>• Broad knowledge of Internet technology and protocols</li><li>• Linux and Unix System (depending on the equipment of the constituency)</li><li>• Windows System (depending on the equipment of the constituency)</li><li>• Network infrastructure equipment (Router, switches, DNS, Proxy, Mail, etc)</li><li>• Internet applications (SMTP, HTTP(s), FTP, telnet, SSH, etc)</li><li>• Security threats (DDos, Phishing, Defacing, sniffing, etc.)</li><li>• Risk assessment and practical implantations</li><li>• Good leadership skills.</li></ul></li><li>2. <b>Attributes</b><ul style="list-style-type: none"><li>• Effective team working skills to ensure constructive use of everyone’s skills and experience within the team</li><li>• Ability to supervise, motivate and lead staff to high professional standards</li></ul></li></ol>

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- Strong analytical skills
- Excellent oral communication and interpersonal skills with proven ability to explain technical issues to non-technical people
- A good feeling for confidentiality and working in a procedural matter
- Good organizational skills
- Stress durable
- Strong communicative and writing skills
- Open minded and willing to learn

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