

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of the Attorney General			
2. Position Title: ICT Officer	3. Salary Level: L9-7	4. Division: Corporate Service	
5. Reports To: Attorney General	6. Direct Reports: AG, SG, DPP & DLD		
7. Primary Objective of the Position: To provide technical assistance on IT issues and oversee the overall operation			

8. Position Overview	
9. Financial: NIL	10. Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> AG HODs All staff <p>To be referred to Supervisor:</p> <ul style="list-style-type: none"> Purchase of IT equipment and materials Installing of powerful access point Installation of data for librarian 	12. External Stakeholders: <ul style="list-style-type: none"> Staff from other ministries <p>To be referred to Manager/supervisor</p>

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: 		
14. Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
System administration	<ol style="list-style-type: none"> Manage & Maintain Server. Ensure server's components are up to date. Perform and test routine system backups and restores. 	<ul style="list-style-type: none"> Centralized resources and security administration Server & Network capacity meet or exceed the Ministry's

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<p>Future plans for server & network infrastructure.</p>	<ol style="list-style-type: none"> 4. Manage Active Directory 5. Develop and maintain documentation about current environment setup, standard operating procedures, and best practices. 6. Practice server asset management, including maintenance of server component inventory and related documentation and technical specifications information. 7. Have familiarity with NAS and SAN storage management, and MS DFS. 8. Ensure the availability of UPS power backup to all servers 	<ul style="list-style-type: none"> • demand/requirements. • Server downtime reduced • Systems are up to date • Use of cutting edge technologies
<p>Management of Enterprise/Organization System Security</p>	<ol style="list-style-type: none"> 1. Ensure security to information/data file system: proper permissions to file shares. 2. Develop a security strategy to ensure data security, integrity and access. 3. Provide security awareness training to the Ministry. 4. Ensure security software are up to date, have valid licenses. 5. Perform regular security monitoring to identify any possible intrusions. 6. Setup security policies for users 	<ul style="list-style-type: none"> • Internet maintenance is provided with a quality and efficiently manner. • Awareness of server maintenance tasks.
<p>Main advisor for Assistant ICT Officer(s) and ICT Helpdesk(s)</p>	<ol style="list-style-type: none"> 1. Manage the network relating to internet access, traffic, internet security and bandwidth allocation. 2. Allocate tasks to the Assistant ICT Officer with computer systems maintenance. 	<ul style="list-style-type: none"> • Internet maintenance is provided with a quality and efficiently manner. • Awareness of server maintenance tasks.

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15. Key Challenges

- the post holder is expected to work extra hours when and if required and will be able to handle pressures from all divisions within OAG and higher authority regarding IT matters or issues

- Stress and challenging work conditions

16. Selection Criteria

16.1 PQR (Position Qualification Requirement):

Education: Degree in computing science and any other relevant fields

Experience:

Prerequisite: N/A

16.2 Key Attributes (Personal Qualities):

1. Knowledge

- Computing science and information technology
- English language
- Education and Training
- Customer service
- Knowledge on windows & linux servers platforms

2. Skills

- Active listening
- Critical thinking
- Instructing
- Complex problem solving
- Speaking

3. Attributes

- Concern for others
- Self-control

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- Attention to detail
- Analytical thinking

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