

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

<p>KEY ACCOUNTABILITIES (aligned with the KPA and Mid-Term Strategy)</p> <p>KPA 2 Outcome 1: Increased sustainable economic and improved standards of living for all Kiribati people</p> <p>MOTIVANA NO 9 Public Sector Youth Employment to decent work</p> <p>KPA 2: Inclusive Economic Growth and Poverty Reduction</p> <p>Divisional/Departmental/Unit Plan</p>			
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes	
<p>Policy Development</p>	<ul style="list-style-type: none"> Assist to develop new policies related to IT/Statistics for enhancing the quality of service delivery 	<ul style="list-style-type: none"> Policy review be initiated to accommodate a dynamic working environment 	
<p>Technical work</p>	<ul style="list-style-type: none"> Improving and maintaining computers and IT system Investigate, analyze and provide advice on future systems requirements Ensure collated data are electronically stored and managed well 	<ul style="list-style-type: none"> Computer and IT systems are correctly operated and maintained Improve provision of IT services Database is in place, kept and managed well 	
<p>Human Resource Development</p>	<ul style="list-style-type: none"> Train staff to get the know-how of using computers, accessing the Ministry's network, able to view database and to amend it if necessary or if authorized by SRO 	<ul style="list-style-type: none"> staff have no problem with Information System 	

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.

Approved by: _____

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Administration/Management	<ul style="list-style-type: none"> • Assist to develop the work plan • Assist to estimate the budget of the IT/Statistics of the Ministry 	<ul style="list-style-type: none"> • Be working according to the work plan • Budget for IT/Statistics be catering for the needs of all Divisions.
14. Key Challenges		
<p>The post holder is expected to work extra hours when and if required and will be able to handle pressures from all divisions of MWYSA and higher authority (Secretary & HM)</p> <p>The post holder will be able to handle stress and challenging working conditions</p> <p>Safeguarding the security of the Ministry's information and as well as the privacy of staff on computers and internet, be one of the top priorities</p>	<p>15. Selection Criteria</p> <p>Qualification and experience: Bachelor of Science in Computing Science and Information System with 2 years of working experience Or Diploma in Computing Science with 4 years of working experience</p> <p>Key attributes: Post holder should be able to efficiently handle all difficult IT issues and related cases Has a wide knowledge on computing science and information technology Able to train staff on computer operation or share knowledge to staff on proper use of computers for improving service delivery</p>	

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