GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

	 Manage the information and computer system of the Ministry. Implement the work plan of the Unit Attend the need of staff with regards to IT issues 	 NGO Unit (Community) Youth Division Disability Unit Women Development Unit Sports Division Without referred to Manager: 	5. Posidon Overviow 9. Financial: \$ 11. Internal Stakeholders:	Public Relations Officer imary Objective of the Position: to manage electr	Position Title: IT Specialist 1. Salary Level: L10-9/8-7	Ministry: Women, Youth and Social Welfare
recurrent/development fund Recruitment of staff Disciplinary issues Budget matters Overseas/local travel Training matters HRD issues Policy issues	 Communities & NGOs KNOC To be referred to Manager: Payment of goods and services from the 	 External Stakeholders: Development Partners Mayors, Island Clerks and ASWO Key Line Ministries Donors Agencies & Development partners (AusAid DFAT, Scope AG's Office, OPL, MOE, MHMS 	10. Legal:	Direct Reports: IT/Statistics Assistant onic data/information and keep the computer system up and running at all times	10-9/8-7 2. Division: Information and Public Relations	

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.

Date of Issue

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GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

	SKC	
 staff have no problem with Information System 	• 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	Human Resource Development
 Database is in place, kept and managed well 	Ensure collated data are electronically stored and managed well	
 Improve provision of IT services 	 Investigate, analyze and provide advice on future 	
 Computer and IT systems are correctly operated and maintained 	 Improving and maintaining computers and IT system 	Technical work
 Policy review be initiated to accommodate a dynamic working environment 	Assist to develop new policies related to IT/Statistics for enhancing the quality of service delivery	Policy Development
Performance Measures/Outcomes	Major Activities/Duties	Key Result Area/Major Responsibilities
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	(Juchide Baltage to KDD and Motthmano)	DIRET ACCOUNTABILITIES

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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COVERNMENT OF KIRIBATI POSITION DESCRIPTION

Administration/Management * Assist to develop the work plan * Assist to estimate the budget of the IT/Statistics of the Ministry	 He working according to the work plan Budget for IT/Statistics be catering for the needs of all Divisions.
14. Key Challenges	15. Selection Oriteria
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)	Qualification and experience: Bachelor of Science in Computing Science and Information
The post holder will be able to handle stress and challenging working conditions	Or
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	Diploma in Computing Science with 4 years of working experience
	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

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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