

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development			
2. Position Title: Assistant IT officer	3. Salary Level: L13-12	4. Division: IT unit	
5. Reports To: IT Manager	6. Direct Reports: Secretary		
<p>7. Primary Objective of the Position: To ensure that the Land Management Division is well equipped with computer technologies, well connected to the internet and to maintain database for the Kiribati Land information system (KLIS) for land records</p> <p>To assist the IT Manager in improving the efficiency and effectiveness of MELAD computing systems, database, server, router, and other IT services to the Ministry for a prompt delivery of MELAD services to its multi stakeholders, private sectors, and to the general public</p>			

8. Position Overview			
9. Financial: nil			
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> LMD staffs and the Ministry's division when required <p>To be referred to Manager:</p> <ul style="list-style-type: none"> Purchasing of office computers, technologies and internet data 		<p>10. Legal: National ICT Policy, Communication Act</p> <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> MICTTD, PSO, MEHRD <p>Without referred to Manager</p> <ul style="list-style-type: none"> IT work as planned in the monthly/ daily workplan 	
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> KDP/KPA: To improve access to basic service MOP Outcome: To ensure that MELAD is a technology based Ministry and that all its services and e Government system are advance and updated for KV20 Divisional/Departmental/Unit Plan: To maintain a prompt service delivery to MELAD stakeholders, private sectors and the general public 			
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes	

This 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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<p align="center">e-Government</p>	<p>Develop master plans for the establishment of a government computing network and e-Government systems, which will improve the efficiency of the Ministries and improve public access to government information and services;</p> <p>Provide contributions on MELAD policies for LMD and e-Government system</p>	
<p align="center">Administrative IT work</p>	<p>Assist in developing monthly workplan for the Ministry and where to work on IT related matters in each of MELAD's divisions and units</p> <p>Provide reports on staff internet usage to the Senior IT</p> <p>Procuring of computers and technologies</p> <p>Ensuring that the internet connection is always available for communication and that payment of internet charges are paid regularly</p> <p>Monitor and regularly report on the telecommunication services and needs of Government entities</p> <p>Make recommendations on purchasing programs, firewall, switch, router, web filter, proxy serve to use to Senior IT</p>	
<p align="center">Provide technical support for Backup and Archiving</p>	<p>Assist in safeguarding and security for Government information through a disciplined and professionally managed system of backups and archiving and other appropriate security measures</p>	

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<p>10. Key Challenges</p> <p>KEY CHALLENGES.</p> <ul style="list-style-type: none"> • An IT is to ensure that all computers, networks and office technologies function well for staff use • There are times the IT for LMD is required to work outside of working hours for Lands need • The IT must also withstand staff fussiness and complaints in times of internet problems, and technologies breakdown 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education: Form 6 or Form 7 certificate with IT subject/courses Experience: IT experience/Form 6 have work with any Ministry with at least 2 years working experience Job Training:</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Professional • Analytical • Active • Firm person to execute IT tasks • Outgoing person – social to work with multiple stakeholders

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