GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MFED	

2. Position Title: IT Specialist	**3. Salary Level:** L6-5	**4. Division:** ICT

5. Reports To: Secretary/SRO	**6. Direct Reports:** DoICT

7. Primary Objective of the Position: The main adviser for all ICT Divisions' main technical and non-technical operations and services(internal and external) and head of division and supervisor for all ICT Staff during the absence of DoICT.

8. Position Overview

9. Financial: NIL	10 Legal: NIL

11. Internal Stakeholders:	12. External Stakeholders:
The Hon. Vice President MFED Secretary SMM MFED Staff To be referred to Manager: Intranet/Internet upgrading E-Mail system upgrading Hardware and software upgrading ER final version printing	SOEs CEOs and Managers Kiribati Computer & Internet Society public servants To be referred to Manager: Positions vacancies confirmation Staff-list reconciliations SPA for staff

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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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

    KDP/KPA:

    MOP Outcome:

    Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Software Development	Define site/ application objectives by analyzing user requirements envisioning system features and functionality Designs and develops user interfaces to Internet/Intranet applications by setting expectations and features priorities throughout development life cycle; determining design methodologies and tool sets Computer programming using languages and software products; Testing, deployment and maintenance. Develop database training guidelines and conduct training data-entry personnel and end-users	Applications meet specific user requirements and expectations; reliable and solve a given problems.
Hardware and Software procurement recommendations	Recommends hardware and software solutions by comparing advantages and disadvantages of purchase options.	The Ministry is on top of new technology with its software and hardware-based solutions to its day-to-day operations.
Database Administration	Develop or propose appropriate databases for current and future needs of the Ministry Analyze current database performance	Proper databases are developed and implemented. Users manuals, number of in-house

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	requirements; fine-tune or recommend equipment changes when necessary. Enforce the standards, security procedures, and control for access to ensure integrity of database system. Ensure database backups are made periodically	training for data-entry end-users. Fast and efficient databases Standards, security procedure and control are implemented. Data integrity
Applications Users Support	Develop User Guides for all applications developed	Minimal users' data entry error Users efficiencies improved
System/Server Administration	Recommending server hardware & software that will be efficient and has a prolong lifetime. Decide what raid it will use, whether to use VE or Standalone for each server. Maintain the availability and accessibility of the servers with maximum capability for ICT Services. Decide on what kind of Backup and Disaster recovery these servers will use.	Accessibility and Availability of the servers will be nearly 24/7 Lifetime prolonged. Uptime from recovery is minimal Less server restart

10. Key Challenges	11. Selection Criteria
Working outside working hours or on approved annual leave May be required to perform tasks outside the responsibility and scope laid out in this Position Description Undertaking effective consultation with non-technical officials. The post holder must be able to "translate" technical matters so that other managers can understand them.	**11.1 PQR (Position Qualification Requirement):** **Education:** **Experience**: **Job Training:** **Prerequisite:**

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May be required to assist in the Networking administration

11.2 Key Attributes (Personal Qualities):

1. **Knowledge**

   Windows Operating Systems management

   Sound knowledge of working with and maintaining Microsoft Office package

   Basic knowledge of computer networking protocols

   Programing Languages: C++; Java; Python; SQL; PHP; HTML5; CSS3; Javascript; VB. Net; C#;

2. **Skills:**

   Data and statistical analysis

   Networking analysis and troubleshooting skills

   Software development

3. **Attributes**

   Efficient

   Effectives

   Innovative

   Creative

   Approachable

   Transparent

   Hardworking and dedicated

   Team work

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