GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Foreign Affairs and Immigration		
2. Position Title: Database officer	**3. Salary Level:** L 13-12	**4. Division:** Immigration
5. Reports To: Director	**6. Direct Reports:** Director	

7. Primary Objective of the Position: Develop, upgrade, and manage the Immigration database system

8. Position Overview

9. Financial: NA	Legal: Kiribati Immigration Act 2019

11. Internal Stakeholders:
- a. Immigration officers
- b. Foreign affairs officers
- c. MFAI IT and Communication and Public Relation Officer
- d. MWYSA (SFU units)
- e. Customs Officers
- f. Tourism
- g. MICT

12. External Stakeholders:
- h. PIDC
- i. IOM
- j. PTCCC
- k. PTCN
- l. FFA

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)
- **KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance**
- **MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

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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	•Provide security awareness training for staff to prevent unauthorized access and ensure compliance with data protection regulations.	•Increase staff awareness and adherence to security protocols, evidenced by reduced incidents or breaches reported.
Support Long Term Strategic Goal	•Participate in and contribute to strategic planning sessions to align database management initiatives with organizational goals.	• Achieve alignment of database management strategies with at least 90% of the organization's long-term strategic goals.
	• Develop and monitor key performance indicators (KPIs) to track progress towards strategic goals.	• Meet or exceed established KPIs related to database performance and data management efficiency.
	• Collaborate with relevant stakeholders to ensure that database strategies support broader immigration and organizational objectives.	• Improve stakeholder satisfaction ratings regarding database support for strategic initiatives when required.

14. Key Challenges

1. Ensuring the protection of sensitive personal data against unauthorized access and breaches is a constant challenge.

2. Maintaining accurate and complete records is crucial to prevent legal implications and operational issues.

3. Migrating data from manual to digital systems poses risks of data loss and compatibility issues.

4. Ensuring effective training and user adoption of new systems can be difficult due to resistance to change.

5. Keeping up with evolving immigration laws and ensuring compliance with regulations requires constant vigilance.

14. Selection Criteria

14.1 PQR (Position Qualification Requirement):

Education: Form 7 and relevant certificates in computing science and information/system/technology.

Experience: Must have a database information system skills/background. A candidate with a Microsoft SQL certification is preferable.

14.2 Key Attributes (Personal Qualities)
Knowledge

- English Language
- Quick learner/thinker
- Team player
- Close attention to detail
- Flexible and committed
- Ability to handle pressure

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Data Accuracy and Safeguarding	• Conduct routine audits of the data entries to ensure accuracy and completeness, identifying discrepancies (errors) promptly. • Develop and enforce standardized data entry protocols for immigration officers to minimize errors during data capture. • Organize training sessions for staff on the importance of accurate data recording and methods to ensure data integrity.	• Achieve a measurable decrease in data entry errors and overstay violation. • Enhance the overall quality of the data recorded, evidenced by higher compliance rates in audits. •Establish a rapid response system for addressing and rectifying any data discrepancies, reducing the time taken to resolve issues.
Data Migration and Digital System Implementation	• Develop a detailed project plan for the migration of manual data to a digital system, outlining phases, timelines, and responsibilities. •Conduct extensive testing of the new digital system to ensure accuracy and functionality before full implementation. • Provide comprehensive training and ongoing support for immigration officers to ensure smooth adaptation to the new system.	• Complete the migration process with at least 100% accuracy in the transferred data. • User Proficiency • Process Efficiency
Automation and Compliance	•Design and implement an automated alert system for visa expirations, ensuring timely notifications are sent to relevant authorities. • Improve existing reporting mechanisms by integrating advanced analytics tools that allow for more detailed insights and easier compliance checks. • Establish regular data validation checks to ensure that all information remains accurate and up-to-date.	• Compliance Rate Increase • Timeliness of Alerts • Audit Readiness
Data Back up and Access Control	•Develop and implement a regular data backup schedule to safeguard against data loss. •Establish stringent access control policies, defining who can access sensitive data and under what circumstances.	•Achieve a data recovery success rate of 100% during backup restorations. •Ensure that access control measures result in zero unauthorized access incidents over a specified period.

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- Customer and Personal Service
- Computers and Electronics
- Administration and Management

Skills

- Active Listening
- System Analysis
- Critical thinking
- Complex problem solving
- Coordination
- Service orientation
- Monitoring

Attributes

- Honesty/ Integrity
- Creative/ open minded and organized
- Hard- working/ Strength & Strong
- Efficient
- Effective
- Responsible
- Patience
- Ambitious
- Punctual
- Teamwork

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