RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: MINISTRY OF COMMUNICATION AND AVIATION

DIVISION/SECTION: COMMUNICATION   **DUTY STATION: HONIARA**

POSITION NUMBER (HRMIS):   **MINISTRY VACANCY REF:**

POSITION TITLE: CHIEF *CYBER SAFTY OFFICER (CHIEF COMMUNICATION)*

POSITION LEVEL: *LEVEL 10*   **SALARY RANGE:**

THIS POSITION REPORTS TO: *DIRECTOR COMMUNICATION AND DEPUTY DIRECTOR*

THIS POSITION SUPERVISES:

SECTION B - SCOPE OF DUTIES

The Ministry of *communication and Aviation /Communication Division/ Office* is mandated to *implement the National Information Communication Technology Policy and Broadcasting Policy of connectivity and accessibility*.

The Division of *Communication* supports the Ministry of *Communication and Aviation* by *implementing the ICT policy implementation framework.*

This position will contribute to the corporate functions and objectives of this Ministry to ensure that the cybersecurity and cyber emergency plans are implemented.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Coordinate the implementation of the National cybersecurity plan
- Coordinate the implementation of the National Emergency Telecommunication plan
- Update the Director on the progress of the implementation of the National Cybersecurity plan and National Emergency Telecommunication Plan
- Represent the communication division in international and national conferences and workshop
- Support the communication division to develop awareness and policies on cybersecurity and emergency telecommunication of Solomon Islands.
- Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

(This should be a dot-pointed list of specific duties which clearly outlines what is required of the incumbent. The last entry is <u>mandatory</u> and <u>must</u> appear in <u>all</u> public service JDs regardless of position title and/or level. Your Ministry's Corporate Plan may also help you to identify key duties.)

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1.   Capability to deliver job description

2.   Capability to deliver weekly, monthly and yearly delegated duties

3.   Response to authorities and responsibility

4.   Team a player

5.   100% attendance (unless on authorised leave) and compliance with Code of Conduct

*(This list can contain however many key deliverables you think are required to meet the key duties, i.e. some positions may have three or four key deliverables, others may have five or six. Just remember, key deliverables need to be **SMART** – **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely. The last entry (Attendance, CoC) is mandatory and must appear in all JDs regardless of position title or level)*

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications
• At least a degree in Information Technology related field or public policies relating to Information Technology.
Desirable Qualifications
• Computing Science, or Information Technology or Administration and Policy Development
Capabilities Required
The Required officer must be able to demonstrate the following qualities:
• *Able to Lead*
• Innovative
• Goal Oriented
• Team player
• Confident
• Good public speaker

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

KSC1.   At least 5 years experience

KSC2.   Graduate in any Information Technology related field

KSC3.   Knowledgeable on cybersecurity issues and Emergency telecommunication

KSC4.   Have in-depth knowledge on policy implementation

KSC5.   Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

*(The Key Selection Criteria summarises the type of experience, skills & ability, knowledge and attitude required to perform the role. A well-developed KSC makes the process of short-listing applications easier because applicants have to align their experience, skills & ability, knowledge and attitude to the KSC when they apply for the role. If you need more help with this process, refer to the **Completed Job Description** in the Sample Forms section and the **Step-by-Step Instructions for developing a JD and KSC** in the Other Tools section. Try not to have too many KSC, 5 or 6 is usually best.)*

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: *(enter f/n salary range)*   Annual Salary: *(enter annual salary range)*

Annual Leave entitlement: *(refer to GOs for relevant leave entitlement for this position level)*

Other Conditions of Service relevant to this position:

- *A*
- *B*

(for example, list the applicable housing allowance or any other benefit that is attached to the position)

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

……………………………………………………………………………………………………   ……………………………………………

Permanent Secretary/Responsible Officer   **Date Approved**

Additional Comments:

NOTE: Please remember to delete all red text areas from this JD upon completion. It is only there to guide you in completing this form. For further information on 'how to develop a Job Description, go to the sample forms and other tools sections of this manual for examples and step-by-step guidelines.