

**DEPARTMENT OF COMMUNICATION AND INFORMATION****JOB DESCRIPTION****1. IDENTIFICATION**

	POSN. NO: PMU	REF. NO: PMU
DEPARTMENT: Information and Communication Technology	DESIGNATION/CLASSIFICATION: Data Scientist	
WING: Digital Government & Information Delivery Wing	LOCAL DESIGNATION: Data Scientist	
DIVISION Cyber Security	IMMEDIATE SUPERVISOR: Executive Manager - DS & CS	POS. NO:
BRANCH: Cyber Security	HIGHEST SUBORDINATE Deputy Secretary	
SECTION:	LOCATION Waigani, Port Moresby	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
PMU	30/3/2023	Short Term Contract

2. PURPOSE

The Data Scientist will be responsible for analyzing and interpreting complex data sets to inform and improve digital government initiatives and cybercrime operations within the Digital Government and Information Delivery Wing of the PNG Department of Information and Communications Technology.

3. DIMENSIONS

The Data Scientist will work closely with various teams and stakeholders to develop data-driven insights and solutions that enhance digital government services and support cybercrime prevention and response efforts.

4. PRINCIPAL ACCOUNTABILITIES

The Data Scientist will be accountable for analysing data, developing insights and recommendations, and collaborating with colleagues and stakeholders to ensure the effective use of data in support of digital government and cybercrime operations.

5. **MAJOR DUTIES**

- Collect, process, and analyze large data sets related to digital government initiatives and cybercrime operations.
- Develop and implement data models, algorithms, and statistical analyses to support decision-making and strategic planning.
- Identify patterns, trends, and anomalies in data to inform digital government and cybercrime strategies and initiatives.
- Collaborate with colleagues and stakeholders to develop data-driven solutions and recommendations.
- Present findings and insights to technical and non-technical audiences through reports, presentations, and visualizations
- Maintain knowledge of industry trends, best practices, and emerging technologies in data science, digital government, and cybercrime operations

NATURE AND SCOPE

WORKING RELATIONSHIPS

Internal

Work closely with colleagues within the Digital Government and Information Delivery Wing, as well as with project managers, and other technical and non-technical staff in the department.

External

Collaborate with various government agencies, departments, and teams, as well as external partners and stakeholders, to ensure effective use of data in support of digital government and cybercrime operations.

6.2 **WORK ENVIRONMENT**

The Data Scientist will work in an office setting, with occasional travel to other locations as required for meetings, trainings, and other events.

7.0 **CONSTRAINTS FRAMEWORK AND BOUNDARIES**

Rules and Procedures

Adhere to departmental policies, guidelines, and best practices in data science, digital government, and cybercrime operations.

Decision

Make decisions regarding data analysis, insights development, and collaboration within the scope of assigned responsibilities and in line with departmental guidelines and objectives.

Recommendations

Provide recommendations on data-driven solutions and improvements to enhance digital government and cybercrime operations.

8.0 CHALLENGES

Key Challenges for the Job include:

- a. Analyzing and interpreting complex data sets to inform decision-making and strategy.
- b. Keeping up with the rapidly evolving landscape of data science, digital government, and cybercrime technologies and trends.
- c. Collaborating effectively with diverse stakeholders and communicating complex findings to technical and non-technical audiences.

9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

A Bachelor's or Master's degree in Data Science, Computer Science, Statistics, or a related field.

9.2 Knowledge

Strong knowledge of data science methodologies, tools, and techniques. Familiarity with digital government initiatives and cybercrime operations are an asset.

9.3 Skills

Excellent analytical, problem-solving..

9.4 Experience

At least 3 years of relevant experience in business analysis, preferably in a government or public sector setting.