

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

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| | POSN. NO: PMU | REF. NO: |
| DEPARTMENT: Information and Communication Technology | DESIGNATION/CLASSIFICATION: Senior Government Cyber Safety Officer | |
| OFFICE/AGENCY: | LOCAL DESIGNATION: Senior Government Cyber Safety Officer | |
| DIVISION PMU | IMMEDIATE SUPERVISOR: Manager Social Media Management Desk and cyber safety | POS. NO: |
| BRANCH: Cyber Security | HIGHEST SUBORDINATE Deputy Secretary Digital Governemnt | |
| SECTION: PMU | LOCATION Waigani | |

HISTORY OF POSITION

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

2. PURPOSE

- The Senior Government Cyber Safety Officer will be responsible for providing support to developing, implementing, and managing cyber safety initiatives and policies across government agencies, ensuring the security and integrity of government digital assets within the Digital Government and Information Delivery Wing of the PNG Department of Information and Communications Technology.

3. DIMENSIONS

- The Senior Government Cyber Safety Officer will provide support towards working collaboratively with various government agencies, departments, and teams to promote and enforce cyber safety best practices, policies, and standards across the digital government landscape.

4. PRINCIPAL ACCOUNTABILITIES

- The Senior Officer will be accountable for supporting the development and implementation of cyber safety initiatives and policies across government agencies, as well as the ongoing monitoring and management of cyber safety risks and incidents.

5. MAJOR DUTIES

- Develop and implement government-wide cyber safety policies, guidelines, and best practices.
- Collaborate with government agencies to ensure compliance with established cyber safety standards and guidelines
- Monitor and assess the cyber safety risk landscape, providing recommendations for risk mitigation and response strategies.
- Investigate and respond to cyber safety incidents, coordinating with relevant stakeholders to ensure the timely resolution of issues.
- Develop and deliver cyber safety training and educational resources for government staff.
- Promote awareness of cyber safety issues among government employees, citizens, and other stakeholders.
- Stay current with industry trends, emerging technologies, and best practices in cyber safety and security.

6.0 NATURE AND SCOPE

6.1 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 compliance with cyber safety standards and respond to incidents.

6.2 WORK ENVIRONMENT

- The Senior Government Cyber Safety Officer 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

7.1 Rules and Procedures

Adhere to departmental policies, guidelines, and best practices in cyber safety and security.

Decision

Make decisions regarding cyber safety initiatives, policy enforcement, and incident response within the scope of assigned responsibilities and in line with departmental guidelines and objectives.

Recommendations

Provide recommendations on cyber safety improvements and risk mitigation strategies to enhance the digital government landscape.

8.0 CHALLENGES

Key Challenges for the Job include:

- Ensuring compliance with cyber safety standards across a diverse range of government agencies and departments
- Responding to and managing an evolving landscape of cyber threats and incidents
- Promoting cyber safety awareness and best practices among government employees and stakeholders

9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

- A Bachelor's degree in Information Technology, Computer Science, Cyber Security, or a related field. Relevant certifications in cyber security and/or cyber safety are highly desirable.

9.2 Knowledge

- Strong knowledge of cyber safety principles, policies, and best practices. Familiarity with digital government initiatives and the government IT landscape is an asset.

9.3 Skills

Ability to demonstrate the following skills at a high level.

- Excellent communication, problem-solving, analytical, and interpersonal skills. Ability to work effectively.

9.4 Experience

- 3 Years Experience in similar role or related.