



## DEPARTMENT OF COMMUNICATION AND INFORMATION

### JOB DESCRIPTION

#### 1. IDENTIFICATION

	<b>POSN. NO:</b> 0580000068	<b>REF. NO:</b> ICIO.41
<b>DEPARTMENT:</b> Information Communication and Technology	<b>DESIGNATION/CLASSIFICATION:</b> Senior Information Officer Grade 14	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION:</b> Senior Information Officer	
<b>DIVISION</b> Delivery Wing	<b>REPORTING TO:</b> Manager Information Dissemination and Cyber Safety	<b>POS. NO:</b> ICIO.40
<b>BRANCH:</b> INFORMAITON	<b>HIGHEST SUBORDINATE:</b> Executive Manager Information Dissemination & Cyber Safety	
<b>SECTION:</b> INFORMAITON DISSEMINATION	<b>LOCATION</b> WAIGANI, PORT MORESBY	

#### HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
ORG: 00/1	17 <sup>th</sup> March 2021	Created

- **PURPOSE**
- The Senior Information officer involves in Communicate critical information effectively to the public. Being aware of the dangers of browsing the web, checking emails, media releases and prepare information for distribution by media outlets. Draft speeches and arrange interviews for government officials. Respond to request for information from the media outlets.

#### 2. **DIMENSION**

Financial – Nil	Staff supervised – Nil	Others- Nil
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### **3. PRINCIPAL ACCOUNTABILITIES**

- Leads cyber incident response collaborates with the organization to improve processes.
- Provides information cyber safety mentoring and training to DICT and other Government department as appropriate
- Leads vendor risk management and responds to outside vendor request for information, questionnaires, baselines and provides status reporting and metrics to leadership on at least a quarterly basis.
- Assist manager Information Dissemination and Cyber Safety with the development and implementation of security and safety requirements and initiatives.
- Provide weekly reports to Management.
- Develop awareness on E-Government products, services and projects.
- Develop script for video production.

### **4. MAJOR DUTIES**

- Develop appropriate guidelines on cyber safety for public servants
- Provide timely advice on possible methods of managing cyber safety among the public and especially among young children.
- Liaise with stakeholders such as NICTA, Censorship in developing cyber safety master plan.
- Organize public relations activities on cyber safety for the target audience.
- Prepare promotional cyber safety material – video publications, social media posts well before Safer Internet Day Celebrations
- Develop workplan for unit
- Supervise staff and ensure tasks conform to workplan
- Device distribution network plan for publications.
- Monitor cyber safety incidents for possible response.

### **5. NATURE AND SCOPE**

The Senior Information officer is to be based in the Information and Dissemination section of the Deliver and Information Wing and will perform all Cyber safety job, particularly verifying and making awareness of the Cyber safety among the public, do promotions on cyber safety material – video, publications, social media posts.

## **6. REPORTING & WORK RELATIONSHIPS**

### **6.1 Internal**

This Position reports to the Manager Information Dissemination and Cyber Safety.

### **6.2 External**

Liaise with stakeholders such as NICTA, Censorship in developing cyber safety master plan.

## **7. WORK ENVIRONMENT**

- This position is to do with cyber safety awareness and is based in Waigani, Port Moresby, however where the need arises the incumbent may be required to take official duty travels out of the office, and in doing so;
- The Senior Information Officer will be knowledgeable in cyber safety, risk management, training and mentoring to gain more trainings to performing its daily task.

## **8. CONSTRACINTS FRAMEWORK AND BOUNDARIES**

### **8.1 Rules and Procedures**

The Senior Information Officer is guided by the;

- Internal management and operational polices of the Department,
- Department Internet control measures,
- ICT and other relevant government development policies
- Public sector reforms
- Public Service Code of Ethics and Conduct,
- ICT legislations and other relevant laws and regulations.

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **9.1 Qualifications**

- Diploma or University Degree in IT, Computer Science or related field

### **9.2 Knowledge**

- At least served 3-5 years as a steno secretary qualification.