PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1.0   IDENTIFICATION

AGENCY: Department of Information and Communication Technology	SYS. POSN. NO: **580000095**		REF. NO: ICDT.92
WING: Digital Government & Information Delivery	DESIGNATION/CLASSIFICATION: Executive Manager Digital Standards & Cyber Safety Gr.17		
DIVISION: Digital Standards & Cyber Services	LOCAL DESIGNATION: Executive Manager – Digital Standards & Cyber Security		
BRANCH:	REPORTING TO: Deputy Secretary-ICDT.73	SYS. POS. NO: REF. NO:	
SECTION:	LOCATION: Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org:	1/08/20	Created during restructure of the Department.

2.0   PURPOSE
The Executive Manager Digital Service Standards & Cyber Security is responsible for the development of appropriate digital standards and the management of cyber safety services to improve organizational capacity to effectively and efficiently deliver digital services across whole of Government and the digital economy.

3.0   DIMENSIONS

Financial: Division annual budget	Total Staff Supervised: Direct: 3 Indirect: SOS	Other Resources: Capital assets of the Department.

4.0   PRINCIPAL ACCOUNTABILITIES

4.1   Working closely with the Deputy Secretary (DG&ID), to provide timely advice and reports on matters relating to digital service standards and cyber security work programs and administrative matters.

4.2   Ensure effective and efficient management of digital service standards and cyber security services consistent with the goals and objectives of the Corporate Plan and the Management Plan.

4.3   Providing support in the development of digital service standards, guidelines and cyber security services to support the seamless delivery of digital services across whole of government.

4.4   Support the review of cyber security policy in consultation with the Technical Cyber Security Strategic Advisory Group to mitigate against threats to critical technology infrastructure systems and services.

4.5 Ensure the establishment of the computer emergency and incident response team to develop safety systems against the threats of cyber-crime to protect public interest and existing critical digital infrastructure.

4.6 Ensure the development of a cyber- related communication plan for adoption across whole of government to mitigate against cyber- incidents to avoid disruptions to the delivery of digital government services.

4.7 Develop standards for the collection and compilation of data and ICT statistics consistent with the international best practices and standards including the requirements of the world wide web consortium (W3C's).

4.8 Develop capacity building programs for digital service standards and cyber security to foster a knowledgeable and informed society.

4.9 Ensure effective management of Division staff work performance, behavior, training and development in collaboration with Human Resources Management Branch.
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5.0   MAJOR DUTIES

5.1 Work closely with the Deputy Secretary (DG&ID) in managing the affairs of the Division and provide timely advice, analytical assessments and reports on digital services standards and cyber related matters for the whole of government and the digital economy.

5.2 Ensure effective and efficient management of the digital services standards and cyber security services across the whole of Government and the private sector based on performance objectives set out in the Corporate Plan and the Management Plan.

5.3 Conduct regular assessment on the application of digital standards on the procurement of ICT goods and services to facilitate cost-efficiencies and meet minimum security requirements.

5.4 Plan and coordinate the application of digital standards with National Departments, Agencies, Provincial Administrations and other stakeholders in the digital economy.

5.5 Ensure the development of digital service standards and guidelines for public service organizations to maintain consistency in the delivery of government development information or other related information for public consumption.

5.6 Support the development of policy and guidelines associated with the adoption of common use of hardware and software, applications and services.

5.7 Provide technical advice and support on review and development of the cyber related policies in consultation with the Policy Wing and other cyber security entity.

5.8 Provide leadership in the management of National Cyber Security Centre (NCSC) and support development of other computer emergency and incident response initiatives.

5.9 Develop cyber related communication plan to promote awareness across the whole of government, private sector and citizens on the risks associated with cyber incidents.

5.10 Undertake research and development of national digital standards including protection of data exchange between G2G, G2B and G2C.

5.11 Develop and implement appropriate performance evaluation and management tools to ensure that digital standards are maintained and cyber related initiatives are safeguarded.

5.12 Provide advisory support to departments, agencies and provincial administrations to facilitate digital standards and cyber security capacity building plans and programs.

5.13 Promote partnership with law enforcement agencies to develop policy guidelines relating to investigations and prosecution of cyber-crime across the whole of government, business and civil society.

5.14 Support the development of internal policies, operational plans, business processes to strengthen the overall capacity of the Department.

5.15 Assist in the preparation of the management and corporate plans, project plans and PIPs, the annual management report (AMR), ministerial briefs, statements and reports.

5.16 Attend executive team meetings and represent the Department in external meetings and fora.

5.17 Undertake other duties as directed by the Deputy Secretary.

6.0 NATURE AND SCOPE

The Executive Manager (DS & CS) is a member of the Department executive management team and contributes to;
- Ensuring that management decisions are implemented
- Fostering close working relations with other government departments and agencies and provincial administrations in the use of digital technology to improve performance and service delivery.
- Support dialogue with external stakeholders such as bilateral and multilateral partners development partners in securing technical assistance and aid funding for major ICT development projects and programs
- Contributes to the preparation of the Department's annual budget, NEC Submissions and planning of special projects
- Contributing to dialogue through inter- government agency forums on major government policies including ICT initiatives.
- Build partnership with business, and SMEs to promote digital services in urban and rural areas.
- Promoting and maintaining the Public Service Code of Ethics and Conduct
- Maintain a safe and conducive work environment inclusive of the COVID-19 (Niupela Pasin) Policy.

This is a Category (B) Public Service Senior National Contract position.

6.1 WORKING RELATIONSHIP

Internal

- Consult with Deputy Secretary (Policy & Emerging Technology) on internal policy and administrative matters
- Consult with Deputy Secretary (Digital Government & Information Delivery) on policy and technical matters.
- Consult with other Executive Managers on policy and management issues
- Consult with Branch Managers on policy and management matters

External
- Consult with NICTA and other regulatory authorities on ICT matters
- Consult with Finance, Treasury and National Planning & Monitoring on policy matters
- Consult bilateral and multilateral development partners
- Consult government departments, agencies and provincial administrations
- Consult business and citizens on ICT matters.
- Consult with other relevant stakeholder where necessary

6.2 WORK ENVIRONMENT

The Executive Manager (DS & CS) is a member of executive management team and contributes to management decision-making for the Department. The incumbent would have wide experience in formulating and implementing government ICT policies and development programs.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Executive Manager is guided by the;
- Mandate, internal management and operational policies of the Department,
- Annual recurrent budget of the Department.
- ICT Legislations, ICT Policies and other relevant government priority development policies
- Public sector reforms,
- Public Service Code of Ethics and Conduct.

7.2 Decision

- Corporate priorities, goals and objectives.
- Management, operational policies and procedures.
- Strategic review and change management.
- Conflict management and resolution.
- Commitment and expenditure of funds consistent Public Finance (Management) Act.

7.3 Recommendation

- Policy development and review,
- Strategic and operational plans,
- Reforms and change,
- Work ethics and practices,
- Staff capacity building,
- Internal business systems and processes.

8.0 CHALLENGES

- Work culture, values and ethics.
- Negative work practices and behavior.
- Lack of staff capacity and resources.
- Lack of team work and participation.

9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

Must possess a bachelor's degree in computer science, communications technology or and appropriate discipline from a recognized university. Possession of a master's degree is an advantage.

9.2 Knowledge

- Possess sound knowledge of the ICT industry with emphasis in digital technology services in transforming and improving organizational performance and service delivery.

- Possess knowledge of research and analysis, strategic planning, policy formulation and implementation.
- Sound knowledge of digital standards and international best practice
- Sound knowledge of cyber related services and international best practice including ISO27001
- Conversant with PNG Digital Transformation Policy and related digital legislations, other ICT laws and regulations.
- Familiar with the Vision 2050, MTDP III and other Government policies including the 2018 post APEC Digital Commitments.
- Conversant with other relevant laws and regulations including Public Finance (Management) Act, IFMS, Public Service (Management) Act and PS General Orders, relevant PNG.

9.3 Skills

- Demonstrated leadership and management ability, with focus on setting strategic priorities to achieve quality results or performance outcomes.
- Excellent oral and written communication skills and articulating development issues.
- Demonstrated interpersonal ability to build and sustains good working relationships with staff internally and key stakeholders.
- Strong negotiation ability in policy formulation to meet Department's corporate goals and objectives and mutual outcomes with stakeholders.
- Demonstrates public service professionalism and probity in maintaining the good image and reputation of the Department.
- Excellent computing ability in using Microsoft Office, email and internet.

9.4 Work Experience

Must possess at least five years of relevant managerial work experience, and implementing diverse functions in the areas of ICT planning and cyber safety services in a major government agency or the private sector.