

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

	POSN. NO: 0580000037	REF. NO: ICDT.101
DEPARTMENT: Information and Communication Technology	DESIGNATION/CLASSIFICATION: Manager Data Governance - PS16	
WING: Digital Government & Information Delivery	LOCAL DESIGNATION: Manager Data Governance	
DIVISION	IMMEDIATE SUPERVISOR: Executive Manager-Digital Standards & Cyber Security	POS. NO: 0580000095
BRANCH: Data Governance	HIGHEST SUBORDINATE Deputy Secretary Digital Government & Information & Delivery	
SECTION:	LOCATION Waigani, Port Moresby.	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org	17/03/2021	Created as per the restructure of the Department.

2. PURPOSE

The Manager (Data Governance) is responsible for the delivery of Data Governance across the whole of government and the digital economy.

3. DIMENSIONS

FINANCE Annual Branch budget plan	NO. OF STAFF SUPERVISED Direct: Indirect:	OTHER RESOURCES All Branch asset
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4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Provide timely reports and briefs to the Executive Manager (Digital Standards & Cyber Services) on the delivery of the Data Governance and administrative matters.
- 4.2 Manage the Branch effectively and efficiently to ensure targets and objectives for Data Governance work programs are achieved consistent with the Management Plan.
- 4.3 Facilitate the process of managing availability, usability, and integrity of data in the government systems.
- 4.4 Implement effective mechanisms to ensure whole of government data is consistent, trustworthy and does not get misused.
- 4.5 Conduct regular assessment on the Data governance work programs to ensure performance targets and objectives are achieved.
- 4.6 Support Executive Manager (Cyber security and Standards) to ensure effective management of staff work performance, training and development in collaboration with Human Resources Management branch.
- 4.7 Ensure data processing methods in the government is according to an effective business model.
- 4.8 Create effective mechanisms to ensure whole of government data is according to the needs of digital government consumers.

5. MAJOR DUTIES

- 5.1 Provide reports to the Executive Manager (Digital Standards & Cyber Security) on the cyber services related issues across the whole of government and the digital economy.
- 5.2 Manage the Branch effectively and efficiently and ensure that work program targets and objectives are achieved consistent with the Management Plan.
- 5.3 Initiate the development and management of data governance protocols across the whole of government office shared services.
- 5.4 Contribute to the development of a strategic plan on data governance across the whole of government that implements and enforces policies and standards of data governance
- 5.5 Initiate the development of a data governance operational plan for the protection of digital government cloud infrastructure, central government data centers and stand-alone data centers across the whole of government.

- 5.6 Implement data governance protocols to support the process of integration and interoperability within the central database to enable e-government connectivity and services across G2G, G2B and G2C.
- 5.7 Collaborate with the Digital Government cloud services, Cyber Security Center, government data centers and service providers to adopt data protection measures for online connectivity and data sharing across the whole of government.
- 5.8 Cooperate with Cybersecurity branch to ensure data protection protocols and measures are in place for the whole of government.
- 5.9 Coordinate awareness campaigns in collaboration with the Executive Manager for Cyber security and Digital standards for the delivery of the various government bodies to promote the benefits of data governance.
- 5.10 Coordinate the review of existing ICT infrastructure to bolster data governance related services across the whole of government.
- 5.11 Support the planning and development of new projects including PIPs for the delivery of data governance initiatives for approval by the Deputy Secretary Digital Delivery & Information wing and the Secretary.
- 5.12 Manage and promote staff performance, training and development in collaboration with Human Resources Branch to enhance knowledgeable and skilled staff.
- 5.13 Support the Executive Manager for Cyber Security and Digital standards to review of the annual work plan and budget requirements to achieve performance targets and objectives.
- 5.14 Attend meetings and undertake other duties as directed by the Executive Manager and Deputy Secretary Digital Delivery & Information wing

6. NATURE AND SCOPE

As a frontline manager, the incumbent ensures data governance and where necessary undertake necessary remedial measures to intensify availability, usability, integrity, and security of data across the whole of government. Other roles of the Manager are;

- Produce reports on the types of data in use, stored and secured in the delivery digital government wing
- Assist and advise departments, agencies, provincial administrations and other agencies in relation to data governance.
- Build and maintain work team culture, advise, motivate and mentor staff to improve performance and commitment.

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

6.1 WORKING RELATIONSHIP

(a) Internal

- Consult Executive Manager on cyber security, digital delivery services, government shared services and administrative matters
- Consult with other Branch Managers on appropriate matters.
- Consult with Supervisors and Branch staff on administrative and work-related matters.

External

- Support the Executive Manager (Cyber security and Standards) to liaise with NICTA and service providers of digital services infrastructure and regulatory issues.
- Support the Executive Manager (Cyber security and Standards) to liaise with appropriate stakeholders in business and public on ICT infrastructure and services initiatives.
- Collaborate with other government departments, provincial administration, and academic institutions on digital government delivery.

6.2 WORK ENVIRONMENT

The Manager (Data governance) would generally be a Information management specialist in enterprise data governance across the whole of government, business and citizens. The incumbent would possess significant experience in major services organizations with large-scale data or project management and oversight.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

The Manager is guided by the;

- Internal management and operational policies of the Department,
- Government budget control measures,
- ICT and other relevant government development policies including MTDP 3,
- Public sector reforms,
- Public Service Code of Ethics and Conduct,
- ICT legislations and other relevant laws and regulations.

▪ Decision

- Branch work plans and procedures
- Staff performance appraisal, training, and development
- Conflict management and resolution

- **Recommendations**

- Staff promotion, transfer, training, and development.
- New or revised work plans and activities.
- Work ethics and best practices.
- Policy and Standards advise

8. CHALLENGES

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

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Must possess a minimum bachelor's degree in computer science, communications technology or an appropriate discipline from a recognized university.

(b) Knowledge

- Sound knowledge of ICT industry with emphasis on digital service delivery matters.
- Possess knowledge of integration and interoperability of digital services within a central database infrastructure.
- Conversant with open government conventions, Digital Transformation Policy, ICT regulations, MTDP 111 and other relevant government development policy priorities.
- Conversant with other relevant laws and regulations including Public Finance (Management) Act, and regulations, Public Service (Management) Act and PS General Orders.

(c) Skills

- Demonstrated leadership and management ability and commitment to achievement of quality performance outcomes.
- Excellent communication skills in dealing with issues.
- Good interpersonal ability and work relationships with staff and people within and outside of the Department.
- Good analytical and negotiation skills.
- Maintain public service professionalism and probity.
- Maintain the image of the Department.
- Excellent computing skills and use of relevant software.

(d) Work Experience

Possess at least five (5) years of relevant supervisory work experience in ICT database infrastructure planning and implementation in a major government agency or the private sector.

- Analyse and assess the implications of major issues and recommend appropriate responses through briefs, information papers and reports for the Executive Manager as required.
- Work closely with other government agencies, departments, and provincial administrations on Data governance issues through appropriate inter-agency forums.
- Undertake own investigation and information gathering on relevant subject matter of interest.
- Consult appropriate external stakeholders in business, academia, churches and across civil society in the policy development process.
- Maintain and promote continuous improvement and work best practices in the Branch.
- Work closely with NICTA and other regulatory government agencies on major issues and initiatives affecting government or citizens.
- Assist in seeking technical assistance from bilateral and multilateral development partners.
- Promote and maintain the Public Service Code of Ethics and Conduct and a conducive working environment.