Papua New Guinea

DEPARTMENT OF COMMUNICATION AND INFORMATION

JOB DESCRIPTION

1. IDENTIFICATION

POSN. NO: 0580000097		**REF. NO:** ICDT.95
DEPARTMENT: Information and Communication Technology	**DESIGNATION/CLASSIFICATION:** Security Standards Officer - PS14	
WING: Digital Government & Information Delivery	**LOCAL DESIGNATION:** Security Standards Officer	
DIVISION	**IMMEDIATE SUPERVISOR:** Manager- Digital Government Standards	**POS. NO:** 0580000017
BRANCH: Digital Government Standards	**HIGHEST SUBORDINATE** Executive Manager – Digital Standards & Cyber Security	
SECTION:	**LOCATION** Waigani	

HISTORY OF POSITION

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

2.0 PURPOSE

The Digital Standards Officer (Security) is responsible for creating and implementing digital and security standards, for secure and efficient digital government across the whole of government online and offline on digital infrastructure and systems.

3.0 DIMENSIONS

FINANCE	NO. OF STAFF SUPERVISED	OTHER RESOURCES
Annual Branch budget	Direct: O Indirect: SOS	All Branch assets

4.0   PRINCIPAL ACCOUNTABILITIES

4.1   Provide timely reports and briefs to the Manager (Digital Standards) on the adoption and implementation of website standards within government agencies.

4.2   Support the development of Standards on ICT Services, especially pertaining to security technologies.

4.3   Facilitate the adoption of cyber security standards across the whole of government.

4.4   Conduct reviews on the application of security cyber security standards across the whole of government.

4.5   Ensure all Digital government infrastructure, systems and processes are secure through creating cyber security standards.

4.6   Assist to ensure Digital government infrastructure, systems and processes comply with cyber security standards.

5.0   MAJOR DUTIES

5.1   Provide reports to the Manager (Digital Standards) on the application of website standards across the whole of government.

5.2   Ensure that cybersecurity standards are understood internally and externally

5.3   Set standards cyber security standards for government agencies.

5.4   Set standards cyber security standards for public servants

5.5   Set standards and guidelines for how government should secure its Digital infrastructure, systems, and processes

5.6   Attend meetings and other duties as directed by the Manager.

6.0   NATURE AND SCOPE

As Security standards officer, the incumbent ensures the successful implementation of ICT standards and work programs to ensure completion on schedule. Other roles of the Security standards officer are.

- Conduct surveys and investigations into targeted ICT issues as directed.

- Provision of data and information for use by the Department and relevant stakeholders

- Assist in the preparation of discussion papers, research findings and NEC Submissions,

- Conduct regular Branch staff meetings

- Assist in the planning and preparation of the Annual Budget of the Department

- Build and maintain work team culture, motivate and mentor staff to improve performance and commitment.

- Implement Covid-19 (Niupela Pasin) Policy

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

6.1 WORKING RELATIONSHIP

Internal

- Consult Manager on policy and administrative matters

- Consult with other Branch Managers on appropriate policy, planning and program implementation matters.

- Consult with staff on administrative and work-related matters.

External

- Support Manager (Digital Government Standards) to liaise with NICTA and organizations on policy and regulatory issues as directed.

- Support Manager (Digital Government Standards) to liaise with appropriate stakeholders in business and public on DICT policy initiatives.

- Support Manager (Digital Government Standards) to collaborate with other government departments, provincial administration, academic institutions and development partners on ICT development issues.

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6.2 WORK ENVIRONMENT

Digital Standards Officer would generally be a policy analyst or researcher, utilizing relevant research methodologies and techniques to facilitate the development of appropriate policies and plans. The incumbent would possess significant experience in developing and implementing government ICT policies and development programs.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

Digital Standards Officer is guided by the;

- Internal management and operational policies of the Department,

- Department 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.

7.2   Decision

- Branch work plans and procedures

- Staff performance appraisal, training, and development

- Conflict management and resolution.

7.3   Recommendation

- Staff promotion, transfer, training, and development.

- New or revised work plans and activities.

- Work ethics and business best practices.

8.0   CHALLENGES

- Work culture, values, and ethics.

- Negative work practices.

- Lack of staff capacity and resources.

- Lack of teamwork and participation.

- Lack of support from Management

9.0   QUALIFICATIONS, EXPERIENCES, AND SKILLS

9.1   Qualifications

Must possess a diploma in public policy and management, business, ICT, or an appropriate discipline from a recognized university.

9.2   Knowledge

- Sound knowledge of the ICT industry with emphasis on policy development issues.

- Possess knowledge of research and analysis, planning, and implementation of programs and projects.

- Conversant with open government conventions, Digital Transformation Policy, ICT regulations, MTDP III, 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.

- Sound knowledge of security controls and digital assets security

9.3 Skills

- Demonstrated ability to achieve quality performance outcomes.

- Excellent communication, negotiation, research, and analytical skills

- Demonstrated interpersonal ability in building good working relationships with staff and stakeholders

- Maintain public service professionalism and probity.

- Maintain a positive image of the Department.

- Computer literate.

9.4 Work Experience

Possess at least two (2) years of work experience with a track record in ICT web development, policy development, program planning and implementation in a major government agency or the private sector.