



## DEPARTMENT OF COMMUNICATION AND INFORMATION

### JOB DESCRIPTION

#### 1. IDENTIFICATION

	<b>POSN. NO:</b> 0580000104	<b>REF. NO:</b> ICDT.104
<b>DEPARTMENT:</b> Information and Communication Technology	<b>DESIGNATION/CLASSIFICATION:</b> PS14	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION:</b> Senior Data Analyst	
<b>DIVISION</b> Digital Government & Information Delivery Wing	<b>IMMEDIATE SUPERVISOR:</b> Manager Data Governance	<b>POS. NO:</b> 0580000037
<b>BRANCH:</b>	<b>HIGHEST SUBORDINATE</b> Executive Manager – Digital Standards & Cyber Security	
<b>SECTION:</b>	<b>LOCATION</b> Waigani, Port Moresby	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org:	17/03/21	Created as per the restructure of the Department.

#### 2.0 PURPOSE

The Senior Data Governance Analyst will deliver of Data Governance across the whole of government and the digital economy.

#### 3.0 DIMENSIONS

FINANCE	NO. OF STAFF SUPERVISED	OTHER RESOURCES
Annual Branch budget plan	Direct: 2 Indirect: SOS	All Branch assets

#### 4.0 PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide timely reports and briefs to the Manager (Data Governance) on the delivery of the Data Governance and administrative matters.
- 4.2 Ensure targets and objectives of Data Governance work programs are achieved consistent with the Management Plan.
- 4.3 Ensure the process of managing availability, usability, and integrity of data in the government systems.
- 4.4 Create effective mechanisms to ensure whole of government data is consistent, trustworthy and does not get misused.
- 4.5 Cooperate to conduct regular assessment on the Data governance work programs to ensure performance targets and objectives are achieved.
- 4.6 Support Manager (Data Governance) to ensure effective management of staff work performance, training and development in collaboration with Human Resources Management Branch.

## **5.0 MAJOR DUTIES**

- 5.1 Provide reports to the Manager (Data Governance) on the Data Governance related issues across the whole of government and the digital economy.
- 5.2 Perform effectively and efficiently and ensure that work program targets and objectives are achieved consistent with the Management Plan.
- 5.3 Develop data governance protocols across the whole of government
- 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 Assist to develop 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 Cooperate to 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 Assist to 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 Assist to 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 Involve with training, and development in collaboration with Human Resources Branch to enhance knowledgeable and skilled staff.
- 5.13 Support the Data Governance manager 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 Data Governance manager

## **6.0 NATURE AND SCOPE**

As a Senior Data Analyst, the incumbent ensures to implement 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 Senior Data Analyst 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**

### **Internal**

- Consult delivery services, cyber security, 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 Manager (Data Governance) to liaise with NICTA and service providers of digital services infrastructure and regulatory issues.
- Support the Manager (Data Governance) 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**

Senior Data Governance Analyst would generally be an Information 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.

## **7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules and Procedures**

The Senior Data Governance 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.

### **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 best practices.
- Policy and Standards advise

## **8.0 CHALLENGES**

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

## **9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **9.1 Qualifications**

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

### **9.2 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.
- Data Analysis, data access privilege and storing.

### **9.3 Skills**

- Demonstrated Cooperation, teamwork, 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.

### **9.4 Work Experience**

Possess at least three (3) years of data or systems administration work experience in ICT database infrastructure planning and implementation in a major government agency or the private sector.

- Analyze 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.