

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

	POSN. NO: 0580000096	REF. NO: ICDT.94
DEPARTMENT: Information and Communication Technology	DESIGNATION/CLASSIFICATION: Senior Digital Standards Officer-Procurement -PS14	
WING: Digital Government & Information Delivery	LOCAL DESIGNATION: Senior Digital Standards Officer-Procurement	
DIVISION Digital Standards & Cyber Safety	IMMEDIATE SUPERVISOR: Manager Digital Government Standards	POS. NO: 0580000017
BRANCH: Digital Government Standards	HIGHEST SUBORDINATE Executive Manager-Digital Standards & Cyber Security	
SECTION:	LOCATION Waigani, Port Moresby	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
Org;	17/03/2021	Created as per the restructure of the Department

2. PURPOSE

The Senior Digital Standards Officer-Procurement is responsible for seamlessly ensuring the work of Standards Procurement of the whole of Digital Government Infrastructure which is the successful implementation of ICT policies, ICT standards, and work programs to ensure completion on schedule across all government agencies in a collaborative and constructive manner.

3. DIMENSIONS

HR	NO. OF STAFF SUPERVISED	OTHER RESOURCES
	Direct: 0 Indirect: SOS	All Branch Assets

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide timely reports and briefs to the Manager (Digital Standards) on adoption and implementation of digital standards within government agencies.
- 4.2 Support the development of an effective Centralized Procurement Policy and Standards on ICT Services.
- 4.3 Facilitate the adoption of digital standards for the procurement of ICT goods and services across the whole of government.
- 4.4 Implement unified digital standards on office applications and mobile office to communicate and share information online across the whole of government.
- 4.5 Conduct reviews on the application of digital standards services across the whole of government.

5. MAJOR DUTIES

- 5.1 Provide reports to the Manager (Digital Standards) on the application of digital standards across the whole of government.
- 5.2 Contribute to Policy discussion on ICT Procurement Standards and Services.
- 5.3 Implement digital standards for office shared services across the whole of government.
- 5.4 Implement a communication plan to promote the application of digital standards to communicate and share information across the whole of government.
- 5.5 Expand arrangements to offer government buyers an avenue to purchase Commercial Off the Shelf (COTS) software, storage, networking equipment and cabling services.
- 5.6 Collaborate with the Digital Delivery Wing to facilitate digital standards for online connectivity and data sharing across the whole of government.
- 5.7 Review existing ICT critical infrastructure to bolster digital standards services across the whole government.
- 5.8 Attend meetings and other duties as directed by the Manager.

60. NATURE AND SCOPE

As a Senior Digital Standards Officer (Procurement) the incumbent will assist his/her manager to ensure the successful implementation of ICT policies, ICT standards, and work programs to ensure completion on schedule. Other roles are;

- Support to 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,
- Attend regular Branch staff meetings
- Assist in the planning and preparation of the Annual Budget of the Department
- Maintain work team culture, become motivate and mentor junior 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 RELATIONSHIPS

Internal

- Consult Manager on standards and administrative matters
- Consult with other branch Managers on appropriate policy, standards, planning and program implementation matters through his/her manager
- Consult with the manager on administrative and work-related matters.

External

- Liaise with NICTA and organizations on policy, standards, compliance, and regulatory issues as directed through his/her manager
- Liaise with appropriate stakeholders in business and public on DICT policy and ICT standards initiatives through his/her manager
- Collaborate with other government departments, provincial administration, academic institutions, and development partners on ICT development issues through his/her manager.

6.2 WORK ENVIRONMENT

Senior Digital Standards Officer (Procurement) would generally be an ICT standards developer, utilizing relevant research methodologies and techniques to facilitate the development of appropriate policies, standards, and plans. The incumbent would possess significant experience in developing and implementing government ICT policies, ICT standards and development programs.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

Senior Digital Standards Officer (Procurement) 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 III,
- 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 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 ICT industry with emphasis on policy and standards 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.

9.3 Skills

- Demonstrated a good attitude and organizational 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 Experience

Possess at least 3-5 years of work experience with a proven track record in policy and ICT standards development, program planning and implementation in a major government agency or the private sector.