

Tuvalu Government – Job Description



Position Title:	Director	
Level and Salary:	T1 - T3	\$15,448 to \$29,287
Ministry and Department:	MTECI	Information and Communication Technology Department.
Location:	ICT Department	
Reports to:	Permanent Secretary of MCT	

JOB PURPOSE: (a short 1-2 line summary of the job)

Leads, directs and oversees the Information Communications Technology function and ensures continuous operation and cost-efficiency of the Government systems, network, database architecture and data security, in order to achieve consistency and reliability of hardware, software, non-system tools and offsite disaster recovery management.

KEY RESPONSIBILITIES :(list no more than 6 key responsibilities not tasks)

1. To develop and deliver on the Government's ICT strategic plan in the most effective and efficient manner, and dealing with local and international counterparts.
2. To draft and develop the corporate policies and strategies
3. To macro manage the day-to-day operations of the ICTD
4. To provide proper and appropriate advices to the Regulator (Minister & PS), oversee frequency management
5. Prepare the Department Budget.
6. Deal with higher level negotiations and high risk decision making and judgment.

MAIN DUTIES AND OUTCOMES :(list duties/tasks and outcomes of the responsibilities listed above)

- 1.1 To implement proper Government's ICT strategies plan in the most effective and efficient manner.
- 1.2 Strengthening relationships with counterparts to continuously develop and enhance ICT in the GoT.
- 1.3 Maintain the capability of the department to ensure the effective delivery of Government policies, strategies and programs aligning with the corporate plan and within budget parameters.

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2.1 To implement appropriate corporate policies and strategies.

3.1 Provide the right counselling, encouragement, and recognition for all staff members.

3.2 Making sure services was properly done by all staff members' on day-by-day operations.

3.3 Deals with resolving conflicts staffs and customers.

4.1 Keep frequencies management tools running and available.

4.2 Making sure Regulator understood the important of monitoring frequencies and management.

5.1 Work on the Department budget efficiently.

6.1 Deals with high risk sensitive issues, negotiation with higher level dialogues, approach Ministers for proper consultation and advices.

MANDATORY REQUIREMENTS:

- Degree in Computer Science or Similar in a (field related to the position).
- Master is an advantage.
- At least 5 years working experience (related to the level of the positions).

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Great skills using in the field of Computer Scinece and computer skills

Have management skills with strong skills in Computer Science

Good negotiation skills

Great confidence in dealing with high risk sensitive issues.

Understand the Laws of Tuvalu

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.