



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Deputy Director – Digital Transformation and Strategic Projects	
MINISTRY: Ministry of Finance & Treasury	
DIVISION: SIG ICT Services	DUTY STATION: SIG ICT Services, Lengakiki
POSITION NUMBER: 273-10069	MINISTRY VACANCY NUMBER:
POSITION LEVEL: L12/13	SALARY RANGE: 83,475.79- \$91,069.87
THIS POSITION REPORTS TO: Director ICT Services	
POSITIONS SUPERVISED: Software /Development Operations Engineer, Project Manager	

SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on economic, financial, and fiscal policy; services include statistics, economic management, governance, financial reporting, revenue collection, border protection and ICT services across the public sector.

The SIG ICT Services (SIG ICTS) division within the Ministry of Finance & Treasury is mandated to deliver innovative, sustainable, and secure ICT solutions, in an environment that fosters talent and focus on standards, taking pride in the role of SIG ICT Services in enabling SIG to provide improved services to the public and private sectors.

The Deputy Director – Digital Transformation and Strategic Projects is assisting in the implementation of the Solomon Islands Whole-of- Government ICT Strategy implementation and to support the ICT Director in its development and updating, working towards improving ICT Development for Solomon Islands Government.

The Deputy Director will develop, implement and lead SIG's Digital Transformation, develop, implement and manage SIG's ICT strategy and ICT Action-Plans in coordination with the Director ICT, other Deputy Directors and other stakeholders.

The position will define and coordinate the implementation of ICT portfolios, programs, and projects, to implement Continual Service Improvement and Project Delivery frameworks.

As a Senior Manager of ICT within SIG, the Deputy Director will mentor, guide, and develop the skills of all ICT staff in SIG to build a professional ICT Service Deliver culture.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Manage SIG ICT's Digital Transformation Strategy and Projects including the implementation and improvement of existing business processes to improve cost effectiveness, service quality and improve the way Solomon Islands Government uses ICT to deliver service to stakeholders.
2. Active engagement in the development, implementation and reporting of SIG ICT Services strategic and annual work plans and budgets
3. Manage ICT's service management system to ensure Digital Transformation and Strategic Project team's area of responsibility provides timely and effective support to SIG clients to ensure overall user satisfaction with the SIG Systems.
4. Manage all HR activities to ensure leave, training plans, and performance appraisals are completed efficiently supporting ICT's work plans and goals.
5. Establish systems and processes for the management of stakeholder engagement and implement governance mechanisms aligned with industry standards for Project management to report on project status, develop project-related documentation and implement lessons learned.
6. Coordinate the communications between SIG, stakeholders and development partners to determine new Systems, Projects and Service Improvement initiatives. Liaise with the Digital Transformation Authority to coordinate projects across SIG.
7. Manage and maintain the non-appropriated projects register, ensuring these align with the overall Digital Transformation program of SIG.
8. Undertake any other duties as reasonably or directed by the Responsible officer or supervisor

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Efficient management of the Digital Transformation and Strategic Projects Team, quantity and quality of Strategic Projects achieving industry standards in project management and operations. Improved business processes developed and implemented improving costs.
2. Quantity and quality of input into the development, implementation and reporting of SIG ICT Services strategic and annual work plans and budgets.

3. Service Management system activities completed providing timely and effective support to SIG Clients achieving user satisfaction.
4. The Unit's HR activities are completed for all staff, performance appraisals, annual leave and training plans developed and monitored. Good attendance by the staff.
5. Systems and processes in place guiding stakeholder engagement, implementation of governance mechanisms that align ICT work with industry standards for Project management. Quality reports on project status, project-related documentation, and implementation.
6. Quantity and quality of communications with SIG, Stakeholders, Development partners and the Digital Transformation Authority to secure funds for ICT development operations.
7. Non-appropriated projects register updated quarterly, ensuring the projects are recorded for all ICT Services.
8. Other duties completed satisfactorily and 100% attendance and compliance with Code of Conduct.
9. 100% attendance and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications and or Experience

Tertiary Qualification in IT and at least 5 years of experience in managing information systems, ICT or project teams.

Desirable

Experience implementing high value IT Projects and managing Project teams. Qualifications in Project Management. Knowledge of industry best practices and standards such as NIST, ISO 27001, ITIL, CMMI, PMBOK.

Behavioural:

Communication, Conflict resolution,

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key criteria:

KSC1: Demonstrated ability to lead a large team of multi-skilled ICT professionals working in Projects, Service Management, and/or Digital Government.

KSC2: Previous experience leading and managing large portfolio of ICT Projects for a multifaceted organisation.

KSC3: Demonstrated ability to communicate and influence different stakeholders to secure funding and senior support.



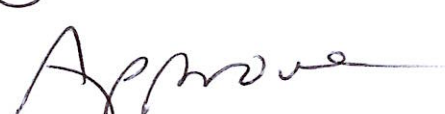




KSC4: Excellent written and verbal communication skills with demonstrated ability to translate technical specifications and concepts to layman terms.

KSC5: Previous experience planning, monitoring and reporting on Digital Transformation and ICT projects.

KSC6: Demonstrated strong ethical convictions, a commitment to quality service and ability to complete work in a high-pressure environment.

KSC7: Outstanding work attendance record and a strong commitment to upholding Public Service Values and Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 3,210.61 - \$ 3,502.69	Annual Salary: \$ 83,475.79- \$ 91,069.87		
Annual Leave entitlement: As per Public Service Policy			
Other Conditions of Service relevant to this position: <ul style="list-style-type: none">• Other <i>A Housing Allowance</i>• <i>B Other standard leave entitlements outlined in the General Orders for SIG Public Servants</i>			
SECTION H - APPROVAL (<i>Business use only</i>) <p><i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:</i></p> <table border="0"><tr><td> Permanent Secretary/Responsible Officer</td><td> Date Approved</td></tr></table> <p><i>Additional Comments:</i> </p>		 Permanent Secretary/Responsible Officer	 Date Approved
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