



## RS FORM 2 - JOB DESCRIPTION

### SECTION A - POSITION DETAILS

POSITION TITLE: Web and Digital Media officer	
MINISTRY: Ministry of Finance & Treasury	
DIVISION: SIG ICT Services	DUTY STATION: Honiara
POSITION NUMBER: 273-10175	MINISTRY VACANCY NUMBER:
POSITION LEVEL: L9/10	SALARY RANGE: \$60, 084.18 - \$76, 488.05
THIS POSITION REPORTS TO: Deputy Director – Digital Transformation and Strategic Projects	
POSITIONS SUPERVISED: None	

### 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 Web and Digital Media is responsible for administering and updating SIG Portal and SIG App, as well as to provide support to SIG Various ministries websites administration and development and to work towards an alignment for SIG in terms of web presence.

The Web and Digital Media officer is also responsible to support various SIG ministries with digital media tasks, such as video and image editing and mobile app development.

### SECTION C - KEY DUTIES

**This position is required to undertake the following duties:**

1. Managing, administering and updating of Solomon Islands Government Portal and Mobile App.
2. Provide support to SIG Various ministries websites administration and development.
3. Prepare requirements and documents for new websites and mobile apps.
4. Work towards an alignment for SIG in terms of web presence.

5. Liaise with internal and external stakeholders on funds for Websites and Mobile apps development and Operations.
6. Support various SIG ministries with digital media tasks, such as video and image editing and mobile app development.
7. Coordinate service requests, escalation and any other works with vendors and hosting services.
8. Prepare and provide regular reports such as health reports, cybersecurity, capacity, updates, versions for SIG Websites.
9. Researches, analyzes and evaluates new related technologies and makes recommendations for their deployment.
10. Undertaking any other duties as reasonable assign by Supervisor or Management

#### **SECTION D - KEY DELIVERABLES**

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

1. Efficient and effective management, administering and relevant updating of Solomon Islands Government Portal and Mobile Apps.
2. Quality and efficient support provided to SIG ministries websites and are they administered and developed.
3. New websites and mobile apps meet all of ICT requirements and have all relevant documents.
4. Improved alignment for SIG in terms of web presence.
5. Excellent Communicate and liaising with internal and external stakeholders to secure funds for Websites and Mobile apps development and Operations.
6. SIG ministries are supported in digital media tasks, such as video and image editing and mobile app development.
7. Effective and efficient coordination of service requested, escalation of work with vendors and hosting services.
8. Quality regular reports such as health reports, cybersecurity, capacity, updates, versions for SIG Websites are provided in a timely manner to Management.
9. Quality and quantity of researches, analyzes and evaluation of new related technologies done with excellent recommendations provided to internal and external stakeholders before deployment of services.



10. Efficiently completing any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

11. 100% attendance and compliance with Code of Conduct.

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory:**

Tertiary Qualification in IT or equivalent, with at least 3 years of experience Web Design, Website administration, Mobile Apps development, Digital Media Production and editing. Understanding of WordPress, Photoshop, Adobe Illustrator, Gimp, Adobe Premier and/or similar technologies.

### **Desirable:**

Excellent knowledge of web development with a large portfolio of websites developed and administered for large organisations and audience.

### **Behavioural:**

Communication, Conflict resolution, resilience

## **SECTION F - KEY SELECTION CRITERIA**

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

**KSC1** Demonstrated experience or knowledge of administering, developing and updating of websites with high demand.

**KSC2** Demonstrated experience or knowledge of administering, developing and updating of Mobile Apps and also producing digital media.

**KSC3** Excellent written and verbal communication skills with demonstrated ability to translate technical specifications and concepts to layman terms.

**KSC4** Demonstrated strong ethical convictions, a commitment to quality service and ability to complete work in a high-pressure environment.

**KSC5** Demonstrated ability to prepare and provide report to management.

**KSC 6** Outstanding work attendance record and a strong commitment to upholding Public Service Values and Code of Conduct.

**SECTION G - TERMS AND CONDITIONS**

**Fortnightly Salary:** \$ 2,310.93- \$2,941.85 **Annual Salary:** \$ \$60, 084.18 - \$76, 488.05

**Annual Leave entitlement:** As per Public Service Policy

**Other Conditions of Service relevant to this position:**

- *A Housing Allowance or access to Public Service Rental Scheme*
- *B Other standard leave entitlements outlined in the General Orders for SIG Public Servants*

**SECTION H - APPROVAL (*Business use only*)**

*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:*

.....  
**Permanent Secretary/Responsible Officer**

17/5  
.....  
**Date Approved**

*Additional Comments:* *Approve*