



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Justice and Legal Affairs

DIVISION/SECTION: Infrastructure & Asset Management Unit

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 292-00009

MINISTRY VACANCY REF:

POSITION TITLE: Chief Infrastructure Officer

POSITION LEVEL: Level 10/11

SALARY RANGE: \$ 2,757.45 - \$ 3,319.35

THIS POSITION REPORTS TO: Deputy Secretary Corporate and Permanent Secretary.

THIS POSITION SUPERVISES: Nill

SECTION B - SCOPE OF DUTIES

The Ministry of Justice and Legal Affairs is mandated to provide a vibrant and robust service to the Agencies for effective, efficient and sustainable justice services to Solomon Islands.

The Asset Management Unit supports the Ministry of Justice and Legal Affairs by ensuring that Justice Sector has the infrastructure it needs to support service delivery.

The Chief Infrastructure Officer (CIO) provides high-level leadership in the planning, management, and maintenance of MJLA's infrastructure systems and assets. The CIO oversees operational infrastructure functions, ensures systems resilience and compliance, and supports the strategic vision for sustainable infrastructure development aligned with MJLA's legal agencies. The position coordinates with vendors, agencies, and internal stakeholders to deliver reliable, secure, and innovative infrastructure solutions.

SECTION C - KEY OF DUTIES

1. Strategic Infrastructure Management: Support the Deputy Secretary Corporate in developing, implementing, and monitoring infrastructure strategies, corporate planning, and budgeting processes and report against key performance indicators.

2. Operational Oversight: Manage day-to-day operations of infrastructure systems (networks, servers, facilities, data centres, and related assets) ensuring availability, security, and performance.

3. Project & Technology Implementation: Lead the execution of infrastructure projects, including acquisition, installation, and integration of new systems and technologies.

4. Team Leadership: Supervise and mentor technical managers and staff, ensuring capacity building and performance excellence.

5. Vendor & Stakeholder Engagement: Maintain partnerships with suppliers, contractors, agencies, and judiciary stakeholders to ensure effective infrastructure support and service delivery.

6. Compliance & Security: Enforce policies, protocols, and legal requirements in all infrastructure operations and ensure risk management measures are in place.

7. Architectural Oversight: Provide technical and architectural guidance to ensure scalable, sustainable, and cost-effective infrastructure designs.

8. Monitoring & Reporting: Prepare progress reports, performance dashboards, and project updates for the senior management team.

9. Asset Management:

Support the Justice Sector infrastructure in its service delivery by :

- Support in developing the Justice Sector Infrastructure Policy
- Support a rolling 10-year infrastructure plan
- Maintain the Justice Sector built assets database
- Create an annual maintenance schedule
- Manage a centralised repairs and maintenance service through staff

- Carry out capital works contract administration when required
- Prepare funding proposals for infrastructure.
- Act as advocate and user representative on behalf of users of the IT service contract within MJLA.

SECTION D – KEY DELIVERABLES

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

1. Timely delivery of infrastructure projects aligned with budget and strategic priorities.
2. Operational infrastructure systems maintained at high availability and performance levels.
3. Clear infrastructure governance framework and compliance with relevant policies.
4. Capacity-built technical staff with improved performance and skills.
5. Strong vendor contracts and stakeholder engagement outcomes supporting MJLA objectives.
6. Regular, accurate, and comprehensive reporting to management and judiciary stakeholders.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Bachelor's degree in Engineering, Infrastructure Management, Information Technology, or related field.

Desirable Qualifications

- A Master's degree in Infrastructure/Asset Management, Business Administration, or related discipline is desirable.
- Minimum of 5-7 years of progressive responsibility in infrastructure/asset management, with at least 5 years in a senior management role.

Key Competencies and Knowledge:

- Strong knowledge of enterprise-scale systems, networks, databases, and facility management. Familiarity with cloud-based platforms and cybersecurity protocols is essential.
- Demonstrated ability to lead, mentor, and motivate diverse technical teams.
- Proven ability to manage large budgets, capital projects, and cost optimization initiatives.
- Excellent written and verbal communication skills, with the ability to simplify complex technical information for senior executives and non-technical stakeholders.
- Strong analytical, conceptual, and innovative problem-solving abilities.

- Capacity to align infrastructure initiatives with organizational strategies and judiciary objectives.

SECTION F – KEY SELECTION CRITERIA

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

KSC 1. Proven track record in managing large-scale infrastructure systems, facilities, or enterprise IT networks.

KSC 2. Demonstrated leadership experience in managing multidisciplinary technical teams.

KSC 4. Strong knowledge of infrastructure planning, budgeting, and project implementation.

KSC 5. Evidence of financial acumen in managing complex budgets and capital investments.

KSC 6. Excellent stakeholder management and vendor negotiation skills.

KSC 7. High-level understanding of security, compliance, and risk management frameworks.

KSC 8. Strong communication and reporting skills with both technical and non-technical audiences.

KSC 9. Show a strong commitment to upholding the principles of justice and the Public Service by working to serve the public interest and maintaining the public's trust.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 2,757.45 - \$ 3,319.35

Annual Salary: \$ 71,693.81 - \$ 86,303.10

Annual Leave entitlement: 28 days per annum

Housing Allowance: Payable 10% of the Basic Salary if no Housing is provided

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:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: