



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Justice and Legal Affairs

DIVISION/SECTION: Legal Policy Unit

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 292-00240

MINISTRY VACANCY REF:

POSITION TITLE: Senior Data Officer

POSITION LEVEL: Level 7/8

SALARY RANGE: \$ 1,961.17- \$ 2,439.28

THIS POSITION REPORTS TO: Principal Authorise Justice Coordinator/ Principal Legal Policy Officer

THIS POSITION SUPERVISES: Nil

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 Legal Policy unit support the Ministry of Justice and Legal Affairs to develop and review of legal policies and legislation in accordance with SIG priorities.

The Senior Data Officer manages, analyzes, and maintains data relevant to the operations and policy initiatives of the Legal Policy Unit. The role ensures accurate and timely information is available to support legal policy development, monitoring, and reporting.

SECTION C - KEY OF DUTIES

- Collect, process, and analyze data related to legal policies, legislation, and case studies.
- Maintain and update databases, ensuring accuracy, security, and accessibility of information.
- Prepare reports, briefs, and presentations to support policy decisions and legal research.
- Provide data insights to assist in drafting, reviewing, and evaluating policies.
- Develop data management tools and dashboards to streamline reporting and monitoring processes.
- Collaborate with internal and external stakeholders to ensure data quality and relevance.
- Ensure compliance with data protection and confidentiality requirements.
- Train and support staff in data collection and reporting procedures as needed.

SECTION D – KEY DELIVERABLES

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

1. Timely and accurate reports and data analysis for policy initiatives.
2. Well-maintained and up-to-date databases and dashboards.
3. Data-driven insights that support policy drafting, monitoring, and evaluation.
4. Standardized procedures for data collection, entry, and reporting.
5. Support provided to staff in understanding and using data effectively

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Bachelor's degree in Information Management, Data Science, Statistics, Public Administration, or a related discipline.
- Or Diploma in Data Science, Data Analytics, Statistics or similar with 3-5 years of experiences
- Certificate or training in database management, data analysis, or ICT is an advantage.

Experiences

- At least 3–5 years of experience in data management, records analysis, or information systems within the public sector or a similar environment.
- Proven experience in maintaining and analysing large datasets, including data verification and reporting.
- Experience using Microsoft Office applications (Excel, Access, Word) and data management tools.

Key Competencies and Knowledge:

- Strong analytical and problem-solving skills with attention to detail and accuracy.
- Ability to manage data collection, processing, and reporting activities efficiently.
- Excellent organizational and time management skills with the ability to meet deadlines.
- Good communication and teamwork skills.
- High level of integrity, confidentiality, and compliance with data protection standards.
- Ability to use initiative and work with minimal supervision.
- Sound knowledge of data management principles, procedures, and standards.
- Understanding of public sector data policies, confidentiality, and information security.
- Knowledge of records management systems and reporting protocols within government.
- Familiarity with the operations and functions of the Legal Policy Unit.

SECTION F – KEY SELECTION CRITERIA

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

KSC 1. Proven experience in data collection, management, and analysis, preferably in a legal, policy, or government environment.

KSC 2. Strong analytical and problem-solving skills with attention to detail and accuracy.

KSC 3. Demonstrated ability to develop reports, dashboards, and presentations that inform decision-making.

KSC 4. Knowledge of data protection principles and confidentiality requirements

KSC 5. Proficiency in MS Office, database management, and data visualization tools.

KSC 6. Good interpersonal and communication skills, with ability to work collaboratively in a team.

KSC 7. Demonstrated ability to maintain confidentiality, impartiality, and accountability in all tasks and high ethical standards and commitment to public service values.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ \$ 1,961.17- \$ 2,439.28

Annual Salary: \$ 50,990.46-\$ 63,421.20

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: