

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Specialist System and Information Security
<b>DIVISION:</b>	<a href="#">National ID Division</a>
<b>MINISTRY:</b>	Samoa Bureau of Statistics ( <a href="#">SBS</a> )
<b>SALARY GRADE:</b>	A18, \$74,335 pa
<b>POSITION CODE:</b>	BSP22001
<b>LOCATION:</b>	Government Building, Level 2.
<b>RESPONSIBLE TO:</b>	ACEO – National ID
<b>Overview of the Ministry:</b>	
<p>The Samoa Bureau of Statistics is a governmental organisation that works to gather and consolidate information regarding factors affecting the Samoan economy, government and population. Using this information, we work to track trends and develop projections useful to public, private sector and civil society transactions. The SBS is expected to be the leader and coordinator of all statistical activities.</p> <p>The SBS is committed to realising the corporate principles instituted in the Samoa Bureau of Statistics<sup>1</sup></p> <ul style="list-style-type: none"> <li>• Ensure confidentiality and security of information</li> <li>• Ensure integrity of transactions and records</li> <li>• Use international best practice in setting statistical standards and operating processes.</li> <li>• Be innovative, adopting new technology and ideas to continue to improve the statistics</li> <li>• Maintain the timeliness of statistical information and its dissemination, ensuring that the</li> <li>• Bureau web-site is updated with the latest statistics available</li> <li>• Be responsive to requests for additional data and analysis within the confidentiality</li> <li>• boundaries</li> <li>• Ensure that the vital registration service is available to citizens of Samoa and others who may have cause to use it</li> <li>• Operate a service that is trusted by all stakeholders</li> </ul>	
<b>Purpose of the position:</b>	
<p>A <b>Specialist System and Information Security</b> to lead the development, implementation, and maintenance of our information security strategy. The specialist will be responsible for safeguarding the National Digital ID System (NDIDS) data against threats and vulnerabilities. They will collaborate closely with SBS- ICT, Government compliance teams, and executive leadership to ensure that security measures are effectively implemented, managed, and continuously improved.</p>	
<b>Key relationships:</b>	
<p><b>Responsible to:</b> ACEO – ACEO NID</p> <p><b>Functional relationships:</b> Internal – Staff of SBS External – Line Ministries and Central Agencies such as PSC and MOF.</p>	

Key Areas of Responsibility	Deliverables / Performance Expectations
<b>Manage National Digital ID System Development.</b>	<ul style="list-style-type: none"> <li>Oversee the vendor's performance according to the NDIDS functional design and requirements approved by the National ID Steering Committee.</li> <li>Maintain database coding and database system architect and documentation of the three main components of NDIDS to make sure that there is no duplication in the following components and also maintain network infrastructure and make sure the three main components of NDIDS are integrated and securely connected <ul style="list-style-type: none"> <li>Civil Registration and Vital Statistics component,</li> <li>Population Registry component and</li> <li>Enrolment and ID card component.</li> </ul> </li> <li>Manage the use of scientific analysis and mathematical models to predict and measure outcomes and design consequences especially in collecting Biometrics.</li> <li>Manage all Software Licenses life span and Cloud network applications and licenses life span</li> <li>Provide software analysis survey report to the ACEO for decision making regarding any issue arises from the existing software.</li> <li>Provide a technical report on testing of any new apps for the NDID System.</li> <li>Ensure all programming codes and scripting are tested with the international standard of testing software applications.</li> <li>Ensure all programming code and scripting are documented for future references</li> <li>Provide a technical report on testing of any new devices or any upgraded hardware of the NDID System</li> </ul>
<b>Develop and manage all National ID System Portals and Mobile ID apps</b>	<ul style="list-style-type: none"> <li>Manage existing NDIDS portal in terms of <ul style="list-style-type: none"> <li>Access privilege and security.</li> <li>Data Query and Reports</li> <li>Dynamic Helps and System Support.</li> </ul> </li> <li>Develop and modify NDIDS portals regarding any changes approved by SBS Board and Management.</li> <li>Develop and modify mobile ID apps when needed.</li> <li>Develop database system integration architecture when approved by SBS Board and Management.</li> </ul>

	<ul style="list-style-type: none"> <li>Monitor and Backup authorized users log transaction on the NDIDS database.</li> </ul>
<b>Develop National ID System Security Measures and System Backups</b>	<ul style="list-style-type: none"> <li>Testing data exchange and communication between National ID network and other government agencies connection.</li> <li>Ensure all connections are tested with the international standard of testing LAN and WAN security.</li> <li>Ensure authorized users received their network access right and privilege as approved by ACEO under the MOU.</li> <li>Monitor and Backup authorized users log transaction on the NDIDS network.</li> <li>Secure NDIDS network servers and hardware by managing firewall, antivirus and security updates</li> </ul>
<b>Apply Cost-benefits analysis</b>	Identify costs, benefits and risks for the National ID system card issuance operation
<b>Work Collaboratively</b>	<p>Work collaboratively with the NDIDS Network and Security Unit in providing technical trainings to our key stakeholders who have signed MOU with SBS on the use of NDIDS identification services. Maintain collaborative and ethical relationships with all key stakeholders, community and NID vendors regarding any system matters.</p> <p>Assist the ACEO –NID in the development of training plans for SBS staff and authorized end-users</p>
<b>Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>Provide on the job support and coaching as well as training for team members to ensure their continuous development.</li> <li>Ensure that effective performance management and evaluation processes are undertaken as per the Performance Appraisal System for Network and Security Unit.</li> <li>Lead and manage the core functions and activities of the Division in order to foster quality assurance and ethical standards of all services and be accountable for the effective and efficient usage of resources.</li> <li>Lead and plan all the activities for National Digital ID pilot testing.</li> <li>Advise and report the system programming and scripting, activities, and status to the ACEO National ID.</li> <li>Ensure that internal systems are in place for effective and efficient planning, implementation, monitoring, evaluating and reporting on team performance.</li> <li>Identify priority budgetary requirements for the Division's annual submission of performance measures and budgetary provisions</li> </ul>

		<p>and ensure the Division's resources are managed in accordance with prevailing policies.</p> <ul style="list-style-type: none"> <li>Advise the ACEIO of the National ID Division regarding the work of NDID System Programmers team progress through verbal and written reports;</li> <li>Assist ACEO National ID in preparation of Annual Reports and Budget.</li> </ul>
<b>Key Deliverables</b>		<ul style="list-style-type: none"> <li>Develop the National ID policies, standards and plans: <ul style="list-style-type: none"> <li>Electronic Data Sharing Protocol.</li> <li>Disaster Recovery Plan</li> <li>Security Measures and Policies</li> <li>Data Integration Policy.</li> <li>Database Coding and Scripting Rules and Protocols</li> </ul> </li> <li>By the next 3 years at least three database system integrations with the National Digital ID System</li> </ul>
MERIT	Job Competencies	Descriptors
<b>SKILLS ADN ABILITIES</b>	Strategic Thinking (Essential)	<ul style="list-style-type: none"> <li>Understand the divisions direction and sets tasks that are in line with the Bureaus strategic objectives and goals</li> <li>Must be determined and passionate in meeting operational goals</li> <li>Possesses a positive attitude towards changes due to the ever changing environment</li> </ul>
	Building and sustaining relationships & Communications (Essential)	<ul style="list-style-type: none"> <li>Must commits to clients service, builds and sustains relationships within the division and across the bureau</li> <li>Fostering team work with stakeholders through information sharing</li> <li>Must encourage and motivate employees through continuous learning and in-house activities to sustain morale</li> </ul>

	Delivers/achieves results & Outcomes ( <b>Essential</b> )	<ul style="list-style-type: none"> <li>• Able to assess progress of performance targets set out in NDID Strategic and Implementation Plan.</li> <li>• Assess staff performance as per KRA's set under divisional plan.</li> <li>• Have and show ability to lead and manage planned targets to achieve organizational goals and objectives, by managing the unit's human resources effectively</li> <li>• Have and show mapping, statistical, analytical and research skills in carrying out assigned duties</li> </ul>
	Planning Communication and Teamwork	<ul style="list-style-type: none"> <li>• Coordinates ideas, and resources to achieve goals.</li> <li>• Motivate, Build, and maintain relationships with team members</li> <li>• Good presentation and delivery skills</li> <li>• Communicate clearly in English and Samoan.</li> </ul>
PERSONAL ATTRIBUTES	Integrity ( <b>Essential</b> )	<ul style="list-style-type: none"> <li>• Disseminate accurate vital statistics information in a timely and helpful manner</li> <li>• Work and act in a professional manner in carrying out duties and responsibilities at all times</li> <li>• Adhere to PSC values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness at all times</li> <li>• Must be a trustworthy individual</li> </ul>
	Intellect and Judgment ( <b>Essential</b> )	<ul style="list-style-type: none"> <li>• Demonstrate good judgment in decision making in developing appropriate and concrete solutions</li> <li>• Exhibits good analytical, statistical and conceptual skills and applying intellect and knowledge in identifying issues</li> <li>• Identify and understand critical factors affecting the work environment and its impact on the division</li> </ul>
	Commitment / Personal Drive ( <b>Essential</b> )	<ul style="list-style-type: none"> <li>• Willing to assist subordinates in setting and implementing divisional goals through coaching and knowledge sharing.</li> <li>• Self-driven and work committed to achieve common purposes</li> </ul>
	Creativity and Innovation ( <b>Essential</b> )	<ul style="list-style-type: none"> <li>• Developing innovative ideas/ methods on how to improve the quality management of all programming and scripting developments.</li> <li>• Motive and encourage subordinates to formulate new ideas to improve on the NDID system.</li> </ul>

<b>EXPERIENCE &amp; PAST WORK PERFORMANCE</b>	<ul style="list-style-type: none"> <li>Minimum of 7 years' experience in ICT field.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant experience at a Senior Level in Database Programming, and a good knowledge in Git, or GitHub,</li> <li>Relevant experience at a Senior Level in Network Security and good knowledge NDID System and ID Card authentication</li> <li>Experience in mobile id and online authentications.</li> <li>Excellent experience in programming language like C, C++, Java, Java Script, VB, VB-Script, .net framework, HTML5, CSS, and PHP.</li> </ul>
<b>QUALIFICATIONS</b>	A Bachelor's degree in Computer Science or Information Technology or any related field of study from a recognized tertiary institution or other relevant qualification.	