

3. PRINCIPAL ACCOUNTABILITIES

- Confidentiality. Confidentiality determines the secrecy of the information asset. ...
- Integrity. With data being the primary information asset, integrity provides the assurance that the data is accurate and reliable. ...
- Availability. ...
- Passwords. ...
- Keystroke Monitoring. ...
- Protecting Audit Data.

4. MAJOR DUTIES

- Collate and develop contents on cyber safety
- Produce flyers, brochures pamphlets on benefits of cyber safety when surfing internet or using other devices.
- Assist with production of videos, publications on cyber safety.
- Translate contents into Tok Pisin and Motu.
- Assist with scripting of texts.
- Any other duties as directed and or required.
- Liaise with newspapers for placements of advertorials on cyber safety.

5. NATURE AND SCOPE

The Information and Cyber Safety Awareness officer is to be based in the Information and Dissemination section of the Delivery and Information Wing and will perform information for important functions of the department. Enables the safe operation of application implemented on the department's IT systems, Protect the data organization collects and uses.

6. REPORTING & WORK RELATIONSHIPS

6.1 Internal

This Position reports to the Manager Information Dissemination and Cyber Safety

6.2 External

Liaise with stakeholders such as NICTA, Censorship in developing cyber safety master plan.

7. WORK ENVIRONMENT

- This position is to do with cyber safety awareness and is based in Waigani, Port Moresby, however where the need arises the incumbent may be required to take official duty travels out of the office, and in doing so;
- The Information officer will be knowledgeable in cyber safety, risk management, training and mentoring to gain more trainings to performing its daily task.

8. CONSTRACINTS FRAMEWORK AND BOUNDARIES

8.1 Rules and Procedures

- The Information Officer is guided by the;
- Internal management and operational polices of the Department,
- Department Internet control measures,
- ICT and other relevant government development policies
- Public sector reforms
- Public Service Code of Ethics and Conduct,
- ICT legislations and other relevant laws and regulations.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

- Diploma or University Degree in IT, Computer Science or related field

9.2 Knowledge

3-5 years in information technology or Cyber Security knowledge would be an advantage

-