

Position Description



Position: Information & Data Processing Officer

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	29.03.2025
PD Approved By (Position Title):	Chief IT Officer
Position Number:	

Primary Purpose of the Position

To ensure the accurate, secure, and timely processing, storage, and management of data and information across KCH systems. The officer supports internal departments with data input, retrieval, validation, and reporting while ensuring that information processing complies with corporate standards and information governance protocols.

Reporting Relationships

This Position Reports to:

Chief IT Officer

Direct Reports:

NIL

Key Working Relationships (Internal & External)

Internal: - Managing Director - All Chief Officers - All Executive Managers - Other Managers - IT Team - Audit Team - Risk Team	External: - SOEs - Insurance companies/ Brokers - Relevant Government Agencies and Statutory Bodies - Banks and other financial institutions - Consultants and other service providers - Developers - Client & Client Representatives
--	--

Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Diploma or Bachelor's Degree in Information Technology, Business Information Systems, or a related field - Additional certifications in data management or information processing are an advantage
--

Skills and Experience required for this position:

Skills - Strong proficiency in data entry, analysis, and management - Knowledge of databases (e.g., SQL), spreadsheets (Excel), and reporting tools - Understanding of data privacy and security principles - Accuracy and attention to detail - Time management and multitasking ability
--

Position Description



- Excellent communication and analytical skills
- Strong attention to detail
- Excellent Time Management
- Interpersonal skills
- Planning and Organising

Experience

- Minimum of 5 years' experience in a cybersecurity or IT security role
- Experience working with large data sets and reporting systems
- Familiarity with corporate information systems (e.g., ERP, HRIS, or financial databases)

Key Accountabilities

Data Entry and Validation:

- Input, update, and maintain accurate records in corporate systems
- Perform routine checks to ensure data integrity and consistency
- Support regular audits and reconciliations of system data

Information Management:

- Process and classify data and documents in line with KCH's filing and records standards
- Assist in maintaining databases for internal use and reporting
- Ensure that sensitive data is handled and stored in compliance with internal policies

Reporting and Analysis:

- Generate periodic reports and data summaries for various departments
- Assist in compiling data for external regulatory submissions and internal dashboards
- Highlight anomalies or trends in data for management review

Incumbent:

Signature:

Date:

Team Work

Participate and contribute to an effective and productive team including;

- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas.
- Active participation in Self Performance, Self-Assessment
- Develop a good working relationship with KCH and SOEs project implementers.

Compliance and Governance:

- Ensure adherence to data protection policies and procedures
- Maintain awareness of legal and regulatory data obligations
- Report data discrepancies or breaches in a timely manner

Position: Chief IT Officer

Signature:

Date: