



## **Kokonas Industri Koporesen Position Description**

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|------------------------|---|---|
| <b>Position Title</b>  | : | Management Information System (MIS) Officer |
| <b>Position Number</b> | : | KIKCS.013                                   |
| <b>Division</b>        | : | Corporate Services                          |
| <b>Reports To</b>      | : | Manager – HR & Administration               |
| <b>Status</b>          | : | Permanent                                   |
| <b>Location</b>        | : | Head Office, Port Moresby                   |
| <b>Approved By</b>     | : | KIK Board                                   |
| <b>Approval Date</b>   | : |   |

### **1. Purpose**

The MIS Specialist will be responsible for designing, developing, implementing, and managing a web-based Management Information System (MIS) using PHP and a MySQL (or equivalent) database, hosted on a Linux (preferred) or Windows platform. The system will be deployed and operated in a secure cloud environment (such as Microsoft Azure or Alibaba Cloud) to ensure high availability, scalability, and accessibility for users across multiple provinces in Papua New Guinea.

### **2. Roles and responsibilities**

The role requires overseeing the full application development lifecycle, including coding, testing, deployment, and updates, while ensuring data integrity, robust system security, and compliance with best practices in backup, recovery, and disaster recovery planning. The MIS Specialist will also provide ongoing technical support, user training, and documentation to facilitate system adoption and usage across diverse geographic locations throughout PNG. The position demands strong cloud-based architecture skills to maintain seamless user access, optimize performance in low-bandwidth environments, and ensure reliable service delivery in a decentralized operating environment.

### **3. Essential Duties**

- Design, develop, and maintain a dynamic MIS system accessible via web browser using PHP and MySQL (or equivalent).
- Set up and manage the database architecture for efficient data storage, retrieval, and reporting.
- Manage system hosting on Linux (preferred) or Windows servers with necessary security configurations (e.g., SSL, firewalls).
- Implement automated data backup and disaster recovery processes.
- Develop and maintain interactive web applications and integrate them into the MIS.
- Collaborate on the development of mobile or web-based apps linked to the MIS.
- Evaluate and recommend suitable cloud infrastructure (Azure or Alibaba Cloud) for hosting the MIS.

- Ensure compliance with data protection and cybersecurity standards.
- Prepare technical documentation, training materials, and provide end-user support.
- Work with internal stakeholders to analyze needs and customize system functionality.

#### **4. Supervisory Responsibilities**

This position has no supervisory responsibilities.

#### **5. Knowledge, Skills, and Experience**

- Bachelor's degree in Computer Science, Information Systems, or a related field.
- Minimum 3–5 years of experience in web-based MIS or database system development.
- Proven experience with PHP, MySQL (or MariaDB), JavaScript, HTML/CSS.
- Knowledge of Linux and/or Windows server environments.
- Experience in cloud services (Azure, Alibaba Cloud, or similar) and cloud deployment.
- Strong understanding of system backup, recovery, and cybersecurity standards.
- Knowledge of SSL, secure APIs, and web application security best practices.
- Experience with version control systems and agile development preferred.

#### **6. Desirable Attributes**

- Strong analytical and problem-solving skills.
- Effective communication and documentation abilities.
- Ability to work independently and as part of a multidisciplinary team.
- Innovative mindset with an eye for continuous improvement.