# Newbie Onboarding Pack for Customs GovTechie
## First Month

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# First Month Pack

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# Things to be done on a periodic basis

Below are some essential activities as required by IM8 / IT policies. Note that the list is not exhaustive.

VAPT – VulnerabilityAssessment & Penetration Test
SCR – Source CodeReview

**MONTHLY**

a)  Conduct Privilege Account Review

b)  Update IM8 Key Trackers. Filename "**IM8 Deviation Tracker.xlsx**" in the ITD repository  link

**ANNUALLY**

a)  Conduct Access Control Matrix Review and User Access Review

b)  Update Third Party Register in share folder. Filename "**ICT Project Third Party Project Work Register.xlsx**" the ITD repository

c)  Update Supplier Performance Feedback using DGP system.

**FIXED FREQUENCY**

a)  Conduct ICT&SS audit on ICT system (refer to IM8 website for the frequency)

b)  Conduct Third Party audit (refer to IM8 website for the frequency)

c)  Conduct Security Testing on ICT system such as VAPT, SCR (refer to IM8 website for the frequency)Conduct

d)  Risk Assessment (RA) on ICT system using DGP system (refer to IM8 Key Trackers for the frequency)Conduct

e)  Fitness Assessment (FA) on ICT system (refer to IM8 Key Trackers for the frequency)

f)  Conduct Tech Refresh on ICT system

# Guide on submission to Finance

**e.g**. **AOR**, **Increase in APV**

1. To provide clear reason i.e. why need to buy.
2. To provide clear cost justification i.e. basis of the cost (e.g. use past procurement made, bulk tender, vendor's budgetary quotation)
3. To reassess the qty to procure i.e. do not just procure based on the last procurement qty but assess if the same qty is still required.
4. To provide impact if the procurement is not made.
5. To be consistent in the details of all tables provided i.e. units tallies with needs.
6. For simple submissions, to get DyHeads to review prior to submission to Finance for review before putting up eApproval.
7. For complex submissions, can clear with CIO and Heads/DyHeads prior to submission to Finance for review.

# Guide for Minutes Writing

Meeting minutes serves as the <u>official</u> record of what went on at a meeting. Thus, it is essential to write minutes in a clear, concise and correct matter. Please read the following guides found in Customs ITD Teams Channel:

- Minutes Writing and Good Practices (<u>must read</u> for minute writers)
- Good Practices in Written Communication Found in Customs ITD Teams Channel

# How to check your Payslip

1. Go to workday system . Link can be accessed from GovTech Intranet under HR section.

2. Click on "My Payslips" under Quick Tasks

3. You should be able to see your own pay slip

# IM8: Government Instruction Manual (ICT & SS Management)

IM8 is the bible of all government IT departments. It consists of theIT policies, standards and guidelines clauses for new system development, system revamp, enhancement, maintenance, etc. Truth be told, if you are new to the governent sector, you mightnot be able to comprehend all of it; **BUT**you should focus on thehighlighted portions as these are some of the important requirements for your day-to-day job, so please do **read and understand**.

As always if you do not understand any of it, please do ask your buddy, other colleagues, IT Governance folks and last but not least, CIO. Link for IM8 can be found in MOF Intranet site.

# QMS: Quality Management System

- QMS ensures a consistent approach to the project management of outsourced projects across all GovTech sites through a common framework.
- QMS audit is conducted regularly on selected projects.

Link to QMS can be found in GovTech Intranet.

# GovTech Way

**The GovTech Way (GTW) is a framework that aligns, advocates, accelerates and sustains a set of Leadership Principles that areanchored on our values and supports our responsibility for "Making lives better", within and beyond GovTech.** <span style="color:green">**Everyone is a leader at GovTech, and the GTW applies to all GovTechies.**</span>

**There are 3 Leadership Principles; Act with Purpose, Model Empathy, and Develop People**: The GovTech Way guides ourleaders in showing up, and leading teams, and GovTech, underpinned by values and contributing to our mission.

The majority of us have learnt the GovTech Way broad principles at theUnfreezing workshops, but if you haveyet to attend, more info about it can befound below, and we encourage you tosign up!

To **sustain the GTW,** we developed the **GTW Leadership Competency Framework (LCF)**, which articulates expectations and behaviours required to live the GovTech Way. If you would like to learn how to behave more in line with GTW, you can check out

the Leadership Competency Framework.

More information on GovTech Way can be found in GovTech Intranet.

# Home Use Program (HUP)
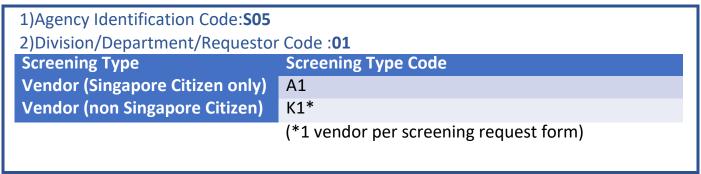
Finally something light-hearted…. =)

Alright so 1 month in, you realised that your GSIB/COMET machine can access only limited websites. So what do you do if you need an internet machine for research? Or you wanna find the next best deal for telco lines? Gym-ing is your thing? Look no further, as Govtech staff we have access to some discounts on devices and many more.

Discounts/Benefits includes:

- Mobile line at a discounted rate with your preferred Telco
- Apple device discount
- Microsoft products
- Fitness First/Anytime fitness (Gym membership)
- Dental care
- and many more… (is constantly updated so do check it up from time to time)

Link to Corporate Benefits can be found in GovTech Intranet.

# Vendor CAT Clearance

## 1. Get latest Security Clearance form (current version 2.1)

## 2. Fill up the form (Refer to below for some additional notes)

- Use separate form for different screening type code (ie A1-Singapore Citizen or K1-Non-Singapore Citizen).
- 1 vendor per screening request form for K1 (i.e. non-Singaporean)
- 'Other ID' not applicable leave blank, no need to put NA.
- Save file under [agency code S05_requestor code 01_date of submission_submission number for the day] ie name format S05_01_YYYYMMDD_01

1)Agency Identification Code:**S05**

2)Division/Department/Requestor Code :**01**

| Screening Type | Screening Type Code |
|---|---|
| **Vendor (Singapore Citizen only)** | A1 |
| **Vendor (non Singapore Citizen)** | K1* |
| | (*1 vendor per screening request form) |

## 3. Send to Hamid_NORIZAN@customs.gov.sg upon completion.

# Training (Workday)

To apply for training courses, go to WORKDAY UNDER Learning

# Training (LEARN – App)

This is primarily for self-learning and upgrading that you can do at your own convenience.

store

Open the app and login

# The End