

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Justice		3. Salary Level: 4		4. Division: Office of the Public Legal Service	
2. Position Title: Deputy Director		6. Direct Reports: Senior Legal Officer			
5. Reports To: Director					
7. Primary Objective of the Position: The primary purpose of the post is to assist the Director					
<ul style="list-style-type: none"> • in providing leadership and management support to the organization • strategic reporting of the organizational outputs and activities, • administering and overseeing the provision of high level of legal services including alternative dispute resolution, community legal education and law reform contributions, • managing and monitoring of finance and budgetary expenditure, • administering and developing support programs, capacity developments programs and bilateral relationship to strengthen organizational capacity • others as may be required from time to time by the Director 					

8. Position Overview	
9. Financial: Up to \$5,000	10 Legal: Kiribati Law Society Act, Admission Rules, High Court Civil Procedure Rules, Public Finance Audit Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Lawyers • Paralegals • Office Manager • Interpreters • IT Officer • Account Officer • Working colleagues 	12. External Stakeholders: <ul style="list-style-type: none"> • Magistrates • Judges • Clients • Community members • Police • Prisoners • Courts officers

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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<ul style="list-style-type: none"> • Clients • Program Managers <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Community Legal Education (CLE), programs and reports • Divisional monthly reports • Duty Rosters • Outer island trips • Office Branch matters , • Workshops, 	<ul style="list-style-type: none"> • MWYSA • Island Councils • Outer island residents • Students • Governmental/Non-Governmental Agencies • Cabinet, • Ministries • Secretaries <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Reports concerning Community Legal Education and the progress thereof • Divisional monthly reports • Duty rosters and budget reports 	
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
<p>Key Result Area/Major Responsibilities</p> <p>Assist in the provision of administrative management and compliance and quality control for the effective and efficient management of resources, assets and activities.</p>	<p>Major Activities/Duties</p> <p>Responsible for the provision of quality smart and effective administration of the organization,</p> <p>Responsible for ensuring compliance with existing laws and regulations in organizational performances,</p>	<p>Performance Measures/Outcomes</p> <p>Quality Control Report</p> <p>Risk Management report</p>
<p>Assist the Director in strategically compiling and drafting reports and the overall performance of the organization.</p>	<p>Responsible for drafting and submitting annual and quarterly reports on the overall performance of the organization,</p>	<p>Quarterly and annual reports</p> <p>Budget</p>

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<p>Assist in administering the provision of effective and high level of legal services to the disadvantaged people and other members of the public</p>	<p>Responsible for providing effective monitoring and evaluation reports whenever required.</p> <p>Responsible for the provision of high level of legal services to the disadvantaged people and ensuring that legal aid services are readily available and provided in an effective and efficient manner.</p> <p>Responsible for the implementation of the eligibility guidelines and the evaluation and monitoring of the same to ensure its continued appropriateness and relevance,</p> <p>Responsible for the evaluation and monitoring of legal staff legal practice management and supervision of lawyers,</p>	<p>ER proposal</p> <p>Staff caselist report</p> <p>Staff yearly report</p> <p>Staff performance Appraisal</p> <p>Eligibility Guideline and other Policies</p>
<p>Assist in the administration and development of office guidelines and monitoring and evaluation of the same</p>	<p>Responsible for dealing and responding to clients complaints in the absence of the Peoples Lawyer,</p> <p>Responsible for providing administrative support and administrative oversight in the organisational community legal education activities and programs,</p> <p>Responsible for the coordination and monitoring of law reform activities, contributions and submissions,</p> <p>Responsible for making opinions and comments in the form of law reform recommendations to the Government or other law making or policy making bodies.</p> <p>Responsible for the development and dissemination of training materials relating to legal practice, capacity and organizational developments,</p>	<p>Quarterly report</p> <p>Divisional report</p> <p>Concept Paper</p> <p>Cabinet Paper</p> <p>Training Plan</p>
<p>Assist in providing administrative oversight including administrative support to community legal education programs relating to human rights and the rule of law.</p>	<p>To assist the PL in administering and developing support programs and</p>	

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<p>bilateral relationship to strengthen organizational capacity</p>	<p>Responsible for initiating or maintaining relationships with donors or potential donors for developing organization capacity,</p>	<p>MoUs Budget review Monitoring and Evaluation report</p>
<p>Assist in the management and monitoring of finance including control and monitoring of overall expenditure and development of budgets</p>	<p>Responsible for preparing annual budget for approval and for implementation of appropriate financial systems relating to budgetary and cash flow control, Responsible for the preparation of a variance of budgeted income and expenditure against actual income and expenditure on at least a quarterly basis, Responsible for the monitoring of the organizational financial position, Responsible for the monitoring of the organization's financial strategy to support its developmental, strategic and business plans.</p>	<p>Monitoring and Evaluation report Expenditure review report</p>
<p>10. Key Challenges</p> <ul style="list-style-type: none"> • Human resource management issues • Managing caseload effectively and efficiently, • High demand of legal services from the public, • Working with limited resources and strained funds, • Frequent meetings with staff to detect early problems and to solve them as soon as possible, 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education: Bachelor of Laws (LLB), Professional Diploma in Legal Practice (PDLP) Experience: Experience in legal practice for more than 10 years. Job Training: Prerequisite: Been in legal practice for 10 years after been admitted to practice in High Court</p>	

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	<p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none">1. Knowledge<ul style="list-style-type: none">○ Customer and Personal Service○ Legal○ English Language○ Clerical○ Computers and Electronics2. Skills:<ul style="list-style-type: none">○ Speaking○ Active Listening○ Reading Comprehension○ Social Perceptiveness○ Mentoring○ Monitoring3. Attributes<ul style="list-style-type: none">○ Efficient○ Effective○ Innovative○ Creative○ Approachable○ Cooperative○ Fair○ Professional○ Hardworking and dedicated
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