


1. <b>Ministry:</b> Ministry of Women, Youth, And Social Affairs		
2. <b>Position Title:</b> Office Manager	3. <b>Salary Level:</b> L 12-11	4. <b>Division:</b> All Divisions
5. <b>Reports To:</b> Assistant Secretary or Senior Assistant Secretary	6. <b>Direct Reports:</b> (Registry Clerks)	
7. <b>Primary Objective of the Position:</b> To provide more complex administrative support to supervisors and senior staff in the Ministry		

8. <b>Position Overview</b>	
9. <b>Financial:</b> NIL	10. <b>Legal:</b> NCS
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Deputy Secretary</li> <li>• Senior Assistant Secretary</li> <li>• Assistant Secretary</li> </ul> <p>To be referred to Managers/Supervisors</p> <ul style="list-style-type: none"> <li>• Establishing and maintaining a filing system, maintaining reference information in database form such as file index and the PF information in database form and bring up to assigned officers</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• In line with Office Managers</li> <li>• And Registry Clerks from all Ministries</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Draft correspondences and responses to queries for signing by supervisors. Allocating of incoming mails to appropriate and bring up to be assigned officers.</li> </ul>

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Approved by: 	Date of Issue: 2/10/12
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<ul style="list-style-type: none"> <li>• Assisting in maintaining leave records and correspondences in a confidential manner.</li> <li>• Photocopying/ Scanning and Typing work if required</li> </ul>		
<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
Key result area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Customer Service (client service)	<ul style="list-style-type: none"> <li>• Answering of queries related to Ministry portfolio and other related questions that can be immediately answered without reference to Senior Managers. Giving advice on simple and straight forward issued related to NCS</li> </ul>	<ul style="list-style-type: none"> <li>- All queries are dealt with within that day if done by phone or within one day of receipt of complaints.</li> </ul>
Managing records management system	<ul style="list-style-type: none"> <li>• Supervision of registry work on records management and to ensure that the work is done in a compliance with the registry Procedures Manual and Records Management policy.</li> </ul>	<ul style="list-style-type: none"> <li>- To be done everyday</li> </ul>
Office Administration	<ul style="list-style-type: none"> <li>• Administer the Attendance Register</li> <li>• Record and bring up to AS for any inconsistency</li> </ul>	<ul style="list-style-type: none"> <li>- Recording of file movement should be done everytime the file moves every day</li> </ul>

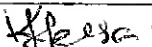
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		- Dealt with every day and every year.
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>The post holder is expected to work more hours when and if required and will be dealing with difficult customers. The post holder may be involved in the Ministry social functions such as members of the Social Committee, take part in the singing and dancing competition, part and any other commitment that may operate during and outside working hours.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <ul style="list-style-type: none"> <li>University Diploma in Management (rest of requirement is not necessary) OR</li> <li>Form 5 with Certificate in Secretarial (Business)/ Supervisory Skills plus 5 years in registry work OR</li> <li>Form 3 with Certificate in Secretarial (Business)/ Supervisory plus 5 years in registry work with a pass in English course from any recognized tertiary institution.</li> </ul> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p>1. The Post holder should possess:</p> <ul style="list-style-type: none"> <li>Frequency in Both English and Kiribati Language</li> <li>Has the ability to keep records</li> <li>Should possess good computing skills with competence in Microsoft Word,</li> <li>Knowledge of basic office operations, office courtesy and protocols</li> <li>Ability to draft simple correspondence</li> <li>Ability to draft, update and amend simple budget.</li> </ul>

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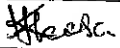
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>A key challenge of the post is ensure that the vehicle is always in a good condition for the safety of all staff. Willing to work during weekends and Public Holiday when required.</li> <li>The driver must aware not to use the bus for his personal need</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <ul style="list-style-type: none"> <li><b>Education:</b> Must possess a valid driving license of a "B" class with the minimum age of 25.</li> <li><b>Experience:</b> N/A</li> <li><b>Job Training:</b> N/A</li> <li><b>Prerequisite:</b> N/A</li> </ul>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"> <li><b>Knowledge</b> <ul style="list-style-type: none"> <li>Mechanical</li> </ul> </li> </ol>

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Approved by: 	Date of Issue: 06/06/2017
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