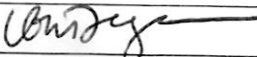


**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Women, Youth, Sports and Social Affairs		
<b>2. Position Title:</b> The Social Benefit Allowance Officer	<b>3. Salary Level:</b> L15 - 14 / 13 - 12	<b>4. Division:</b> Administration
<b>5. Reports To:</b> Assistant Secretary	<b>6. Direct Reports:</b> Social Benefit Coordinator	
<b>7. Primary Objective of the Position:</b> To ensure that the Disability Support Allowance and other Social Benefit Allowances are implemented, recorded, monitored and evaluated appropriately according to government financial systems and the Kiribati Disability Support Allowance (KDSA) Policy and other policies and guidelines related to the Social Benefit Allowance programs.		

<b>8. Position Overview</b>	
<b>9. Financial:</b>  \$9,193.60 (Gross)	<b>10. Legal:</b> The Kiribati Disability Support Allowance Procedures and Guidelines; National Conditions of Service 2012; Laws and National Policies of the People's Republic of Kiribati; The Kiribati National Disability Policy and Action Plan; & The Convention on the Rights of Persons with Disabilities. Te Mwane ni Kara Act 2020
<b>11. Internal Stakeholders:</b>  <ul style="list-style-type: none"> <li>• Social Benefit Coordinator</li> <li>• Principal Disability Inclusion Officer</li> <li>• Disability Inclusion Officer</li> </ul> <b>To be referred to Manager:</b>  <ul style="list-style-type: none"> <li>- Meetings for KDSA Applications;</li> <li>- Financial Issues: Primary relating to late returns or financial misappropriation of finances;</li> <li>- Serious application breaches namely identity theft etc</li> <li>- Review and amendments of KDSA Procedure and Guideline</li> </ul>	<b>12. External Stakeholders:</b>  <ul style="list-style-type: none"> <li>• Government ministries;</li> <li>• The Kiribati National Council for Persons with Disabilities</li> <li>• Disabled Persons Organisations and Non-Government Organisations;</li> <li>• Persons with disabilities, family members and caretakers;</li> <li>• Civil Society</li> </ul> <b>To be referred to Manager</b> <ul style="list-style-type: none"> <li>- Financial Issues: Primary matters relating to late returns and financial misappropriation;</li> <li>- Legal issues arising from the implementation of the KDSA</li> </ul>


*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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**GOVERNMENT OF KIRIBATI  
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<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<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>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
The Kiribati National Disability Policy	<ul style="list-style-type: none"> <li>- Provide DSA services to people with disabilities that are in line with the Kiribati National Disability Policy (KNDP) and the Convention on the Rights of Persons with Disabilities (CRPD)</li> </ul>	<ul style="list-style-type: none"> <li>- Satisfaction of people with disabilities in the service provisions and service outcomes;</li> </ul>
KDSA Financial Responsibility	<ul style="list-style-type: none"> <li>- Manage daily KDSA Funds with accounts, MWYSSA</li> <li>- Monitor, record and compile monthly KDSA expenses.</li> <li>- Assisting in Conducting and preparing the annual KDSA financial report to determine projected subsequent annual KDSA funds.</li> <li>- Ensure the timely issuance and returns of the DSA funds to authorised distributors whilst ensuring that appropriate government financial systems are practiced;</li> <li>- Assist in coordinating Social Benefits meetings and processing of incoming and outgoing KDSA and other Social Benefit applications.</li> </ul>	<ul style="list-style-type: none"> <li>- Updated information on the KDSA funds;</li> <li>- Readily available accurate data on KDSA expenses;</li> <li>- Accurate data is provided to allow fully informed decision making by the SRO and/or SPO</li> <li>- The DSA is received by authorised recipients with minimal to no complaints;</li> <li>- KNCPWD meetings are implemented with successful outcomes.</li> </ul>
Implementation and co-ordination of the KDSA	<ul style="list-style-type: none"> <li>- Ensure that reviewed applications are:               <ul style="list-style-type: none"> <li>a.) are processed according to KDSA Policy and Guideline;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- All applications are processed efficiently with maximum customer satisfaction and minimal complaints.</li> </ul>

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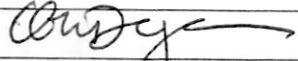
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**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

	<ul style="list-style-type: none"> <li>b.) co-ordinated between relevant officers for reviewing;</li> <li>c.) issued courtesy letters informing reason for declining of applications;</li> <li>d.) recorded and maintained to ensure efficient retro-reviews.</li> </ul>	
KDSA Procedures and Guideline Reviews	<ul style="list-style-type: none"> <li>- Organise logistics for the KDSA procedures and guideline reviews;</li> <li>- Provision administrative support to the Principle Disability Inclusion Officer during the review of the procedures and guidelines.</li> <li>- Monitoring and evaluation of DSA policy and guideline implementation.</li> <li>- Maintain electronic &amp; hardcopy records of all incoming applications.</li> </ul>	<ul style="list-style-type: none"> <li>- DSA Procedures and Guideline Reviews are implemented effectively;</li> <li>- KDSA Procedures and Guidelines are effectively reviewed with the most relevant information.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>- ensure all people with disabilities, internal and external stakeholders are provided with effective and efficient services; &amp;</li> <li>- Respond to all customer enquiries and complaints within five (5) working days.</li> </ul>	<ul style="list-style-type: none"> <li>- 95% customers and stakeholders are satisfied with customer services; &amp;</li> <li>- the Disability Inclusion Division operates efficiently in the absence of the PDIO.</li> </ul>

<b>14. Key Challenges</b>	<b>15. Selection Criteria</b>
<p>Learning new data input and extractions skills using Microsoft Excel or Microsoft Access;</p> <p>Undertaking government financial systems involving financial warrants, financial returns and financial reconciliation.</p> <p>Working odd hours to facilitate approved KDSA duties and other MWYSSA activities ;</p>	<p><b>Qualifications and experience:</b></p> <p>Certificate II in Community Services or Form 7 with at least six (6) months working experience.</p>

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<p>Maintaining efficient communications to key partners in the outer-islands and on South Tarawa;</p> <p>Working with patients with psychosocial and intellectual disabilities;</p> <p>Attending customer complaints.</p>	<p><b>Key attributes:</b></p> <ul style="list-style-type: none"><li>- Committed to social and disability inclusion;</li><li>- Able to work without supervision</li><li>- Quick and willing learner;</li><li>- Proficient in the use of computers, Microsoft word and Excel, and internet;</li><li>- Ability to take instructions and effectively processing/implementing instructions;</li><li>- Non-judgmental;</li><li>- Excellent interpersonal and communication skills;</li><li>- Sound knowledge and skills in time management and planning; and</li><li>- Fluent in the I-Kiribati language with fair command of the English language.</li><li>- Excellent customer service skills</li></ul>
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