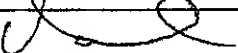


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Foreign Affairs and Immigration	
2. Position Title: Desk Officer	3. Salary Level: L 11-10/9-7
4. Division: Multilateral	
5. Reports To: Senior Multilateral Affairs Officer (SMAO)	6. Direct Reports: Registry Staff, Protocol Officer
7. Primary Objective of the Position: To execute activities and functions of the Multilateral Affairs Division, to work under direct supervision of the Senior Multilateral Affairs Officer and Deputy Secretary	
8. Position Overview	
9. Financial: NA	10. Legal: Diplomatic Privileges- Vienna Convention Act 1996 (revised 2004) : Consular Relations- Vienna Conventions Act 1999 : Foreign Representative- Privileges and Immunities Act 1967 (revised 1995) : International Organisations- Privileges and Immunities Act 1992 : Diplomatic and Consular Officers - Oath and Fees Act (Revised in 1988) : Chemical Weapon Act 2005 : Passport act : Immigration ordinance : Citizenship act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Registry Staff • SMAO • Senior Assistant Secretary • Deputy Secretary • Secretary <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Daily brief on countries related in the Multilateral 	12. External Stakeholders: <ul style="list-style-type: none"> • Overseas Mission • National regional and international forums • Local Missions • Multilateral affairs missions <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Consultation on improving and developing relationship with countries and organisations in the Multilateral Affairs region.

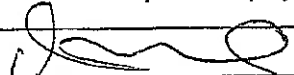
This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by: 	Date of Issue: 28/01/2016
---	----------------------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>affairs region</p> <ul style="list-style-type: none"> • Seeking advice on issues related to the division (to SMAO, SAS) • Seek policy advice related to issues related to the division in cases where either SMAO or DS is not available. (to Secretary/ DS) 		
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ <i>KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance</i> ▪ <i>MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Multilateral Affairs Area	Updating briefs on Countries and Organisation related in the division.	Timely, quality and reliable brief's ready upon request (comply with deadlines)
	Providing information related to Countries and Organisation related in the division	Timely information provided upon request
	Coordinating activities related to Countries and Organisation related in the division	Well organised programs with outstanding customers service when serving official quests.
	Searching for information related to the division	Timely, quality and reliable information available within the time frame
	Mingling around diplomatically with Government officials as well as Officials from other Countries or Organisations especially those related to the division (Part of duties in strengthening diplomatic relationships)	Good connections with key contacts from other organisations.

This 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.

Approved by: 	Date of Issue: 28/07/2016
--	---------------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>14. Key Challenges</p> <ul style="list-style-type: none"> • Providing quality and reliable information and brief • Keep up with the tight schedules and deadlines • Keep up with news updates around the globe. 	<p>14. Selection Criteria</p> <p>14.1 PQR (Position Qualification Requirement): Education: A Bachelor Degree in International Relations/ Diplomacy or Management or other related fields.</p> <hr/> <p>14.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Proficient in both written and spoken of Kiribati and English • Ability to handle pressure • Ability to handle high level audience • Knowledge of the Kiribati Customs and Traditions • Customer and Personal Service • Administration and Management • Excellent in computing skills • Clerical <p>Skills</p> <ul style="list-style-type: none"> • Active Listening • Critical thinking • Speaking • Reading Comprehension • Social Perceptiveness • Time management
--	---

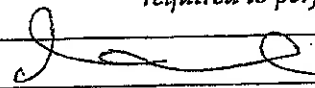
This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by: 	Date of Issue: 28/07/2022
--	---------------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<p>Attributes</p> <ul style="list-style-type: none">• Strong Analytical thinking• Ambitious• Teamwork/ Helpful• Creative• Hard-working• Self-confident• Responsible• Resourceful• Patient• Punctual
--	---

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.

Approved by: 	Date of Issue: 28/05/12
--	-------------------------