

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MEHR
2. Position Title: Labour Officer
3. Salary Level: 10/9-7
4. Division: Kiritimati Labour Office
5. Reports To: Secretary
6. Direct Reports: Director of Labour/Senior Labour Officers

7. Primary Objective of the Position:

To act as a labour agency to provide an efficient and effective service of MLHRD for the Line islands, in particular Christmas Island, and to enforce all labour legislations, implement policies, strategies or activities as required from time to time.

8. Position Overview

9. Financial:

The position needs to seek advice and approval from MLHRD Headquarter on matters that concern the operational costs, budgets and financial proposals related to the implementation of the main activities and services.

10. Legal:

The position needs to promote MLHRD policies and to enforce labour laws (EIRC 2015, OHS 2015 and Workmen Compensation Ordinance) to enhance a sound industrial relations and promoting decent work for I-Kiribati at the Line islands and to perform duties in line with the NCS.

11. Internal Stakeholders:

- Secretary for Labour and Human Resources Development
- Director of Labour
- Senior Labour Officer(s)
- OM/EA

12. External Stakeholders:

- Ministry of Line and Phoenix Island Development
- Employers (Public & Private Sector)
- NGOs/CSO (Communities)
- Job seekers/school leavers
- Social partners

To be referred to Manager:

- Implement all medium level of decision making regarding the implementation of the services of MLHRD as described under key responsibilities and duties, in terms of labour

To be referred to Manager

- Need to consult MLHRD before implementing new activities and initiatives.

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:

[Signature]

Date of Issue:

28/06/17

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laws compliance, human resources development and other labour or employment matters.

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA 1 : Human Resources Development*
KPA 2 : Economic Growth and Poverty Reductions
KPA 5 : Governance
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan: Labour Division*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
13.1 Planning, strategy, policy and legal frameworks	<ol style="list-style-type: none"> 1. Develop an action plan intended for the labour agency. 2. Lead the implementation of all required activities. 3. Implement new policies and initiatives aligned with divisional work plan, Ministry Strategic Plan and Kiribati Vision 20. 	<p>An annual plan developed.</p> <p>A monthly progress report submitted.</p>
13.2 Implementation of the agency services.	<ol style="list-style-type: none"> 1. Coordinate and implement all the services of MLHRD to serve key customers such as employers, workers and job seekers. 2. Work collaboratively with MLHRD divisions to implement required activities from time to time. 3. Provide assistance and participate in MLHRD missions to provide further supports to carry out intended activities to progress smoothly and successful. 4. Represent MLHRD at the MLPID HODs meetings. 5. Provide a job seekers service to register interested applicants applying for public vacancies and to promote a job placement service. 	<p>Number of job seekers served and placed.</p> <p>Number of employers served.</p> <p>Number of MLPID meetings attended.</p> <p>Number of follow up actions implemented as a result of attending meetings, and provide timely reporting to MLHRD.</p>

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	<ol style="list-style-type: none"> 6. Provide employers services to provide information on skills supply and provide awareness on employment and labour issues. 7. Enforce labour laws by promoting the need to have their individual employment contracts and to provide awareness on the obligations of social partners. 8. Carry out necessary labour inspections if required. 9. Enhance an effective and strong stakeholders relations with social partners to promote better working conditions and decent work. 	<p>Number of awareness programs on the services of the agency.</p> <p>Number of labour inspections.</p> <p>A strong relationship between the agency and social partners enhanced.</p>
<p>13.3 Monitoring and Evaluation</p>	<ol style="list-style-type: none"> 1. Administer, maintain and update records of data and information collected and stored on all activities undertaken. 2. Monitor and evaluate all the agency activities in line with the MLHRD Strategic plan and workplan. 	<p>Data records designed and established on job seekers registration, number of employers and their associations, recruiting agencies and trade unions, etc.</p> <p>Quarterly reports developed and provided on data records.</p>
<p>13.4 Ad hoc duties</p>	<ol style="list-style-type: none"> 1. Perform additional duties as DOL/SLO(s) may wish to assign. 	<p>Ad hoc assignments performed on a timely manner.</p>

14. Key Challenges

Managing a wide range services of the agency.

Managing a high workload of required activities to be carried out on Christmas island, at a particular point in time.

Maintain a weekly communication with MLHRD.

15. Selection Criteria

15.1 PQR (Position Qualification Requirement):

Education: Bachelor's Degree in Management, or industrial relations or economics or other related fields.

Experience:

- At least 1 year of work experience is preferable, but should not regarded as an essential requirement if no one meets this preference.

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<p>Approved by: </p>	<p>Date of Issue: 28/06/18</p>
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Supporting a vision and mission of MLHRD in managing external and internal stakeholders' expectations and being served through the services of the agency.

Job Training:

- Anticipate a minimal degree of training on the job.

15.2 Key Attributes (Personal Qualities):

Knowledge:

- Basic knowledge on HRD/TVET, Employment and Industrial Relations.
- Understanding of MLHRD services.

Skills:

- Active Listening
- Sound Coordination
- Communication
- Negotiation
- Team work
- Complex Problem Solving
- Time Management
- Monitoring
- Reporting

Attributes:

- Integrity
- Well Organised
- Stress Tolerance/Patience
- Social
- Leadership
- Honest
- Committed

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Approved by: <i>ABe.</i>	Date of Issue: <i>25/06/17</i>
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