

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy			
2. Position Title: Public Relation Officer	3. Salary Level: L11-10	4. Division: ICT	
5. Reports To: STTO	6. Direct Reports: Deputy Secretary		
<p>2. Primary Objective of the Position: The main core task of the post is to advocate the ministry service's, engage with major projects that MISE party to dealing with community engagement through public awareness and advocacy. The position also required to improve the Ministry messaging over the website, organize community consultation and engagement etc. The post holder also serve as liaison office on all media undertaken of the Ministry.</p>			

7. Position Overview	
9. Financial: NIL	10. Legal: NCS
<p>11. Internal Stakeholders: Engineering Divisions HoDs Admin Staff</p> <p>To be referred to Manager: Update on tasks Schedules Difficulties</p>	<p>12. External Stakeholders: NGO's Churches, Communities, Other Ministries & SOEs</p> <p>To be referred to Manager: Update on tasks Schedules Difficulties</p>

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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ol style="list-style-type: none"> 1. Community awareness on the Ministry activities 2. Assist in Surveying 3. Community consultations regarding the Ministry activities 4. Facilitation for the involvement of Churches and NGOs in water resources 5. Facilitation of meetings and workshops 6. Website posting of activities and Services 	<ol style="list-style-type: none"> 1. Develop a sound understanding of activities regard to Water issues, building issues, Energy issues etc...on both South Tarawa and the outer islands. 2. Keep up-to-date with all activities being undertaken by the Ministry and donor agencies. 3. Become familiar with, and keep abreast of related, community engineering programs undertaken elsewhere in the Pacific, and relevant programs from elsewhere in the world. 4. Design and plan, and ensure the undertaking of, community education programs regarding issues relating to freshwater, building codes, energy usage etc (eg. Ensuring sage water quality, sustainable pumping rates, rainwater harvesting guidelines, as appropriate to the target audience (may require different programs (both for primary and secondary levels) on freshwater supplies and related topics such as water quality. 5. Assist in developing, planning and undertaking school – based education programs (both for primary and secondary levels) on freshwater supplies and related topics such as water 	<p>Public update on the Ministry Services and the improve usage of clean water, compliance with the building codes and Energy usage</p> <p>Reduces the sickness of water, breach of Act and the damage of infrastructures established in South Tarawa and the outer islands.</p>

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	<p>quality</p> <p>6. Keep a detailed record of all education and social engineering programs undertaken (including who given by, content, an files etc produced, who attended , how and recommendations for future programs).</p> <p>7. Organize periodical surveys or other means for ascertaining where the needs are with respect to community education and consultation and ownership programs (both from the perspectives of the public and water professional).</p> <p>8. Develop both annual and 5 year plans for the undertaking of education and social – engineering programs.</p> <p>9. Write project proposals and submission for funding for undertaking of education and social –engineering programs, as well as follow-up reports etc</p> <p>10. Liaise with SOPAC, WHO and other agencies regarding water education programs that they may develop of undertake.</p> <p>11. Facilitate discussion between affected villagers and the MPWU and other ministries regarding the activities undertaken on water reserves, with the</p>	

<p>10. Key Challenges</p> <ul style="list-style-type: none"> Working with different division and communities 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement):</p>
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	<p>Education: Degree in Intentional Relation Diplomacy and other relevant qualifications</p> <p>Experience: NIL</p> <p>Job Training: NIL</p> <p>Prerequisite: NIL</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge: Basic knowledge on Public Relation, Computer literate, Customer and personal service 2. Skills: Competence in consulting the public, Computing skill with the use of Internet must be good and Writing and speaking in English must be good instrumentation 3. Attributes: Stress Tolerance, Cooperation, Self-Control, Concern for Others, Adaptability/Flexibility and the Ability to work well with others
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