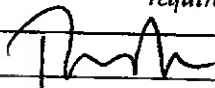


**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Justice – Kiribati Prison Service		
2. Position Title: Sergeant	3. Salary Level: 12-11	4. Division: Operation and Rehabilitation
5. Reports To: <ul style="list-style-type: none"> • Superintendent of Prisons • ASP • Inspector 	6. Direct Reports: Inspector of Prisons	
7. Primary Objective of the Position: To provide assistance to the Inspector of Prisons, through the provision of management and supervision of staff on shifts, administration and upkeep of station records, the provision of a customer reception facility and the effective running of the prison centers shift.		
1. Position Overview		
9. Financial: 11,796.20	10. Legal: Prison regulation and standing orders	
11. Internal Stakeholders: i. Superintendent ii. ASPs iii. Inspectors iv. Warders	12. External Stakeholders: i. Government ministries ii. private sectors iii. NGOs iv. Local communities	
13. To be referred to Manager: i. ii.	14. Without Referral to Manager i. ii.	
15. 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

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: 28/06/22
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**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

<p>To manage the operations of a prison centers, so as to ensure that remands and persons sentenced by the court are detained safely in secure humane conditions and are subject to rehabilitative measures and properly prepared for return to the community.</p>	<ol style="list-style-type: none"> 1. Responsible for the management and day to day running of a prison station; 2. Supervises the activities of prison warders; 3. Provides on the job training for new prison warders; 4. Allocates duties to staff, and enforces discipline; 5. Maintains local prison records of admissions, discharges, visits etc. to prisoners; 6. Ensures that good order and discipline is maintained among prisoners; 7. Deals with breaches of discipline by prisoners; 8. Maintains sufficient quantities of prison stores; 9. Deals with sales of prison produce (combs, hammocks and nets etc.) and allocates money to prisoners' accounts; 10. Oversees the conduct of prison industries; 11. Ensures that work gangs are properly supervised and tasked; 12. Undertakes other duties as directed. 	<ul style="list-style-type: none"> ✓ Good result of Prison project. ✓ Refresher courses to warders are conducted. ✓ Prison records are updated and maintained. ✓ Discipline is well maintained by inmates and staff. ✓ Disciplinary offences are well handled. ✓ Prison stores are well recorded and safe. ✓ Prison industries are run smoothly and productive. ✓ Working gangs are well supervise and secure.
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16. Key Challenges
- working conditions that have the potential to become hazardous/dangerous

17. Selection Criteria
17.1 PQR (Position Qualification Requirement):
Education:
Tertiary qualification in either of the below"
• Management/ other related field

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GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>- completing any other tasks assigned within office by supervisor(s).</p>	<ul style="list-style-type: none">• Leadership/supervision <p>Experience: 5 years working experience in Prison.</p> <p>Job Training: n/a</p> <p>Prerequisite: n/a</p>
	<p>17.2 Key Attributes (Personal Qualities): It would be highly desirable for the incumbent to have the following qualifications</p> <ul style="list-style-type: none">• Proven integrity and commitment to professionalism• Management skills and experience in relation to the running of a prison;• Ability to supervise prisons staff and prisons projects;• Leadership skills & experience in supervising prisons staff and prisoners;• Good interpersonal skills;• Sound judgement & decision-making ability• Sound oral & written communication skills• Good negotiation skills

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:
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