

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Assistant Secretary	3. Salary Level: L 10/9-7	4. Division: Headquarters/Administration
5. Reports To: SAS/DS	6. Direct Reports: Office Manager	
Primary Objective of the Position: To provide administrative support to the Ministry to enable the delivery of quality services to clients, the ongoing delivery of services and the achievement of MOP objectives on time and within budget		

7. Position Overview	
<p>9. Financial: Nil</p>	<p>10. Legal: Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> - Ministry Staff - Executive Assistant - Head of Departments - Assistant Secretary - DE/SAS <p>To be referred to Manager</p> <ul style="list-style-type: none"> - Allocation of Ministry transport - Responding to straight forward correspondences - Implementation of leave roster - Develop and monitor budgets for projects and small activities - Develop information and briefing papers - Implement conditions of service for staff in the Ministry 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> - Private Companies - Other Government Ministries - Government/Non – Government Agencies <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Responding to straight forward correspondences • Queries about staff and other official matters • Issues raised from staff and other involved parties

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 <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 1:Human Resource Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Ministry administration	Prepare correspondence, speeches, internal reports and information papers	All required reports prepared and submitted in the required given time
	<ul style="list-style-type: none"> - Assist in the following - Allocation of resources (transport, stationary, computers) - Monitoring of budget expenditure - Develop and monitor leave roster, attendance, and management of leave - Development and monitoring of activity or projects budgets - Answer staff queries on entitlements and responsibilities - Preparation of LPO - General Ministry administration 	Staff queries accurately answered within 2 days of receipt
MOP and KDP implementation	<ul style="list-style-type: none"> - Assist with the development and submission of project proposals to achieve MOP and KDP goals - Assist with the implementation and monitoring of projects, including budget expenditure and acquittal - Assist with the development and monitoring of the budget, MOP and other Ministry planning matters 	<ul style="list-style-type: none"> - Budget reports prepared on time - MOP progress reports compiled and presented on time
Performance and Management/Evaluation	<ul style="list-style-type: none"> - Implement the NCS consistently for all staff - Assess admin performance of staff within the Ministry - Evaluation report on staff performance to be filled 	-

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	and completed	
10. Key Challenges	11. Selection Criteria	
<p>- Coordinate administrative activities under the direction of senior staff, to ensure Ministry objectives are met. This may involve providing advice to technical staff on entitlement, policy and procedures for administrative matters</p> <p>- At peak times, additional working hours may be required to meet the deadlines. Overtime is not applicable</p> <p>- The post holder may be required to undertake research, with central agencies or online to develop information and discussion papers for consideration by the Ministry</p>	<p>11.1 PQR (Position Qualification Requirement): Education - Degree with Major in Management / Administration or related field As follows, Degree in Economics, Accounting, Sociology, History, Politics, Public Admin, and Human resource Management</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ol style="list-style-type: none"> 1. Basic office operations, office courtesy and protocols 2. Customer and personal service 3. English language 4. Computers <p>Skills</p> <ol style="list-style-type: none"> 1. Good computing skills with competencies in Microsoft word or excel and use of internet 2. Fluency in both English and Kiribati language 3. Ability to keep records 4. Ability to draft simple correspondences 5. Ability to draft and amend simple budgets 6. Active listening 7. Reading comprehension 8. Social perceptiveness <p>Attributes</p> <ol style="list-style-type: none"> 1. Efficient 2. Creative 3. Effective 4. Innovative 5. Vigilant 6. Approachable 7. Cooperative 8. Fair 	

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| | <ul style="list-style-type: none">9. Hardworking and dedicated10. Sharing11. Interested in meeting people |
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