

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Justice		
2. Position Title: Inspector - Admin	3. Salary Level: 10-9	4. Division: Office of the Superintendent [Restorative & Re-integration]
5. Reports To: • Superintendent • Assistant superintendent	6. Direct Reports: 7. Assistant superintendent of prisons	
8. Primary Objective of the Position: To enhance and implement the administration of the Prison in terms of Restorative of Justice and Re-Integration; (rehab programs, procedural security, mediation, reconciliation, and peace building. Participation between offenders, victims and families) Improve offenders' rehabilitation and re-integration approaches. To provide rehabilitation programs focused on rebuilding, equipping and transforming inmates into better citizens		
1. Position Overview		
9. Financial: provision available	10. Legal: Prison Standing Order	
11. Internal Stakeholders: i. Senior Executive Group ii. MOJ Admin/Secretary iii. HRO	12. External Stakeholders: i. Government Ministries ii. Private sectors iii. NGOs iv. Local communities	
13. To be referred to Manager: i. To enhance implementation and coordination of quality policy ii. Ensure the division works effectively in the reform and re-integration of inmates.	14. Without Referral to Manager i. ii.	
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪ 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.

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<p>To implement and enhance rehabilitation programs through effective provision of Anger Management, counselling, AAFR, spiritual, educational, life skills and vocational training</p>	<ol style="list-style-type: none"> 1. Enhance and implement Educational. Vocational and technical programs to development of skills and positive behavior. 2. Promote awareness and advocacy, Human Right education and awareness on legislative such as Family peace Act, Domestic violence, and health issues. 3. Promote Cultural and social programs for detainees to participate in Promote spiritual and Physical programs for detainees. 4. Strengthen mediation, reconciliation and peace building Participation between offenders, Victims 5. and families. 6. To manage divert carefully selected offenders from Prison and to assist approved prisoners to integrate back into the community. 7. To control a direct substitution for a term of imprisonment by significantly maximizing the opportunities for rehabilitation. 8. To enable certain carefully selected offenders to maintain the family and community ties essential to rehabilitation and reintegration. 9. Improves the prospects of reintegration by providing interventions to assist offenders to identify, develop and maintain supports in their community. 10. To enable and maintain offenders' education that aimed at addressing the behavior which led to their offending. 11. To over-sight and monitor all Prison Assets, like buildings facilities, transports and Food ration of inmates. 12. To facilitate in workshops and meetings with stakeholders. 13. To work closely to the Parole Board. 14. To deal with Prison submissions where required. 	<ul style="list-style-type: none"> • Majority of inmates undergo Anger management, AAFR and other vital rehab programs. • Awareness on Human Right, and health issues etc. conducted. • Establish Open day, Cultural day and other spiritual and physical programs to preserve culture within the inmate. • Mediation, reconciliation would be arranged and conducted between the offender, Victim and families. • Offenders to undergo reintegration programs selected and approved. • Alternative sentencing will be identified and executed. • Carefully selected offenders undergo activities essential in family and community ties. • Intervention programs are in place. <p>Trainings on depression and Anger management are in place and delivered</p>
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- 15. To coordinate the conditions and proper use of working tools and other Prison assets and to make recommendation on any purchasing required.
- 16. To organize training of staff.
- 17. To make recommendation on any Policies and Standard of Procedures.

16. Key Challenges

- Facilitate compliance of certain standards of limited skills/knowledge as well as legislative and facilities
- Constrained budget to fulfil activities aforementioned.
- Completing any other tasks assigned within office by supervisor(s).

17. Selection Criteria

17.1 PQR (Position Qualification Requirement):

Education:

- Bachelor degree in Management Policing and Leadership OR
- Diploma in Sociology/Theology/psychology or other related field with 5 years of relevant work experience OR
- Certificate in Human Right/Supervisory in Prison Ordinance or other related field with 10 years relevant working experience OR
- Have reached the rank of sergeant and worked for at least 10 years

Experience:

Job Training:

Prerequisite:

17.2 Key Attributes (Personal Qualities):

1. Knowledge

2. Skills:

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3. Attributes

- Proven integrity and commitment to professionalism
- Demonstrated management skills, as well as significant experience in both administrative and operational levels of the Prison Service.
- Demonstrates ability to supervise prison staff and prison projects
- Sound leadership skills & experience in commanding prison staff and supervising prisoners.
- Good interpersonal skills
- Sound judgement & decision-making ability
- Sound oral & written communication skills
- Sound negotiation skills
- Ability to organize and coordinate a large number of different activities occurring within the prison environment
- Demonstrated ability to plan & direct prison branch operations
- Demonstrated commitment to the improvement of prison services in Kiribati
- Fluent in spoken and written Kiribati and English

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