

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Employment and Human Resource		
2. Position Title: Administrative Assistant	3. Salary Level: L18-15/14-11	4. Division: Kiribati Institute of Technology (KIT) Location: KIT Betio Campus
5. Reports To: Deputy Director with day to day reporting to the Senior Admin Assistant	6. Direct Reports: Nil	
Primary Objective of the Position: To ensure assistant is provided to the overall operation of KIT administration office.		

7. Position Overview	
9. Financial: Nil	10. Legal: Kiribati National Conditions of Service 2012
11. Internal Stakeholders: <ul style="list-style-type: none"> • Full and part time KIT students • Employees and Senior Managers at KIT • Employees and Senior Managers within other Ministry Divisions • SfEP Advisers To be referred to Manager: <ul style="list-style-type: none"> • Internal and external issues • Quality requirements 	12. External Stakeholders: <ul style="list-style-type: none"> • Public sector employers • Community and industry representatives • Other GoK ministries • KIT Alumni • Student work experience issues • Private and public sector employers To be referred to Manager <ul style="list-style-type: none"> • Industry needs

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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<ul style="list-style-type: none"> • Facility issues 	<ul style="list-style-type: none"> • Student work experience issues • Course advisory needs
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:** KPI 1 Human Resource Development; KPI 2 Economic Growth and Poverty Reduction
- **MEHR MOP Outcome:**
Goal 1. Develop an integrated and accountable TVET system to improve workforce skills
Goal 5. Training for economic and sustainable development
- Ministry of Health and Medical Services Strategic Plan (2011-15)
- **Divisional/Departmental/Unit Plan:**
Goal 1: Further develop KIT into a high quality institution offering a range of TVET courses to international standards.
Goal 2: Increase national and international employment and further study opportunities for KIT graduates
Goal 3: Ensure equitable access for I-Kiribati to KIT courses

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Files and records are manageable	To establish and maintain filing system and reference information in database form such as the file index, PF index etc.	Good record of files. Easy retrieval of information
A register is updated	To update inward and outward correspondences registers	All inward and outward correspondence are recorded
Good customer service is provided	To answer telephone in a professional, confidential and courteous manner	All calls are attended and served. Complaints is down

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Staff received assigned mails.	To receive incoming mails and bring up to officers in a circulation folder	Incoming mails are attended properly
Annual and sick leave are in place	To assist in maintain annual and sick leave record for all KIT all employees.	Annual and sick leave are updated
Confidential information are kept	To handle confidential records and correspondence in a confidential manner	Confidential information does not pass around
Staff in tray and out tray are attended	To bring in and out files from staff	In tray and out tray are periodically checked
Photocopying and typing work are done	To photocopy and operate a computer	Photocopier and computer are operated well
All customers are served	To provide high standard of customer service to the customers	Customers are served accordingly
Teaching resources and materials available	To help in procuring and purchasing the teaching resources and materials	Procurement and purchasing procedures are followed

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Consistently meeting all requirements of the KIT Quality Framework on a daily basis, relevant to this position. • Consistently providing high quality customer needs. • Always complying with the KIT “English Only” Policy. • Always promoting inclusiveness and fairness within KIT, consistent with the KIT Gender Equality Strategy and the KIT 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education: Cert II Business with 1 year’s work experience in the industry or Form 5 with 5 years’ work experience in the administration office</p> <p>Experience:</p> <ul style="list-style-type: none"> • One year’s work experience in any industry • Job Training:

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<p>Disability Strategy.</p> <ul style="list-style-type: none">• Reinforcement of KIT brand attributes and values on a daily basis.	<ul style="list-style-type: none">• Demonstrated capacity and willingness to participate in ongoing “on” and “off” the job professional development and training <p>15.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge and Experience</p> <ul style="list-style-type: none">• Able to serve internal and external customers appropriately.• An understanding of office management. <p>2. Skills:</p> <ul style="list-style-type: none">• Acceptable English level proficiency.• Computer literate with the ability to use Microsoft Word to levels required for students’ data recording. <p>3. Attributes</p> <ul style="list-style-type: none">• High level of motivation and commitment• Willingness to work beyond normal working hours• Inclusive and non-discriminatory attitudes to all colleagues and students.• Commitment and ability to adhere to all OHS directives of the Institute.
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