

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Employment & Human Resource	
2. Position Title: Assistant Labour Officer (OE)	3 Salary Level: 13 -12
4 Division: Labour Division	
5 Reports To: Labour Officer (LO), Senior Labour Officer (OE) and Director of Employment	6 Direct Reports: Labour Officer (LO) & Senior Labour Officer (SLO)
<p>7 Primary Objective of the Position:</p> <p>To support and assist the labour officer, Senior Labour Officer, and Director of Employment in the efficient implementation of the routine duties and responsibilities of the Overseas Employment Division.</p>	
8 Position Overview	
9 Financial: Nil	10 Legal: Australian employment laws, policies.
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Director of Labour • Overseas Employment Unit Team at Ministry • Senior Labour Officer (OE) • Labour Officer (OE) • LMIM Staffs <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Requests for Confidential Information 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Incoming client, customer • Clerk and Mayors • Australian Employers • Government's Ministries and relevant Institutes <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Dealing with complicated Complains • Clerk and Mayors

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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- Changes in Divisional work-plan

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA: 5, Governance*
- *MOP Outcome: Goal 3 Objective 3*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Gathering, Documenting/Recording Information</p> <p>Uploading of requested documents for travel.</p> <p>Data entry of seasonal workers information</p>	<ul style="list-style-type: none"> • Assist with recommendation of workers from the pool required from time to time in line with procedures • Verifying the following from the Pre-selection candidates: <ul style="list-style-type: none"> - Birth certificate - Police Clearance - Ensure that gender of candidates is correct • Assist confirmed candidates ready to participate in recruitment process with the following <ul style="list-style-type: none"> - Medical check-up requirements - Processing of Passport - Assist labour Officer with visa application process - Uploading requested documents to Immi Account and • Travel bookings for workers ready to travel. • Update database of preselected candidates (work-ready pool) 	<ul style="list-style-type: none"> • Eligible candidates are prepared and ready on time. • Preparation and travel logistics completed before time. • Reporting all the update from island council

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	<ul style="list-style-type: none"> • Correspondence with counterparts from SWP employers mostly on booking and financial issues. • Assist workers on information required should they required. • Entering, transcribing, recording, storing, or maintaining information in written or electronic form. • Any other duty assigned by the LO/ ALO of Unit 	<ul style="list-style-type: none"> • Timely communication with employers • Workers served with information • Information is gathered and entered accurately in timely manner
<p>Communicating with Supervisors, Professionals, Peers, or Subordinates</p> <p>Provide Consultation and Advise to Others</p>	<ul style="list-style-type: none"> • Providing information required by supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. 	<p>All queries responded to or referred Within 48 hours of receipt.</p> <p>Advise should be acted with immediate Effect</p> <p>Clients should be satisfied from Advice</p>
<p>Debriefing with returning workers</p>	<ul style="list-style-type: none"> • Conduct a one-on-one and group debriefing with returning workers 	<p>Information and issues from returning workers are recorded for future reference</p>

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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • To accomplish tasks assigned from time to time • May work extra time hours whenever required, at peak season. • Dealing with Complicated complaints from employees. • Working within tight Schedules. 	<p>15.1 PQR (Position Qualification Requirement): Education: Form 7</p> <p>Experience:</p> <ul style="list-style-type: none"> • Nil <p>Job Training: On the job training, and/or vocational training.</p>
	<p>15.2 Key Attributes (Personal Qualities):</p> <p>Knowledge:</p> <ul style="list-style-type: none"> • General knowledge investigation and research • Advanced Computer literacy • General Knowledge on the operation of SWP <p>Skills:</p> <ul style="list-style-type: none"> • Reporting • Communication skills, good speaking, and writing (Both in English and Kiribati) • Interpersonal skills <p>Attributes:</p> <ul style="list-style-type: none"> • Integrity • Stress Tolerance/Patient • Honest • Committed • Flexibility to work after hours when required

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