

**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Tourism, Commerce, Industry and Cooperatives			
<b>2. Position Title:</b> Assistant Credit Union Promotion Officer	<b>3. Salary Level:</b> L15-14/13-12	<b>4. Division:</b> Business Promotion Division	
<b>5. Reports To:</b> Credit Union Promotion Officer & Director of Business Promotion Center.	<b>6. Direct Reports:</b> NIL		
<b>7. Primary Objective of the Position:</b> To provide assistance to the division in providing promotions and awareness on the development of Credit union Societies.			

<b>8. Position Overview</b>	
<b>9. Financial:</b> Recurrent Budget	<b>10. Legal:</b> Credit Unions Act 1990 Credit Union Regulations 2014
<b>11. Internal Stakeholders:</b> Credit Union Promotion Officer, Director of Business Promotion Center & Secretary of Ministry of Tourism, Commerce and Industry Cooperatives  To be referred to Manager: <ul style="list-style-type: none"> <li>• Outer island travel plan and work plan;</li> <li>• Other duties delegated from time to time by other superiors from the Ministry.</li> </ul>	<b>12. External Stakeholders:</b> Applicants, Cooperatives Societies, Credit Unions Societies, Applicants and Walk in Clients  To be referred to Manager: <ul style="list-style-type: none"> <li>• Customers' complaints and disputes;</li> <li>• Other duties delegated by superiors.</li> </ul>

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

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with CUIPO's directions as approved by Secretary as to when it is required, which may include completion of duties not listed in this document.*

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	<p><b>3. Attributes:</b></p> <ul style="list-style-type: none"><li>- Must demonstrate quality customer service skills.</li><li>- Possess business analytical and problem-solving skills</li><li>- Ability to communicate in English.</li><li>- Have clean records from the police clearance and previous employments.</li></ul>
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