

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Finance & Economic Development	3. Salary Level: L10-9/8-7	4. Division: Headquarters/ Administration
2. Position Title: Assistant Secretary		
5. Reports To: SAS/DS	6. Direct Reports: Office Manager	
7. 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		

8. Position Overview	
<p>9. Financial</p> <p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> - Ministry Staff - Executive Assistant - Head of Departments - Assistant Secretary (Colleagues) - DS/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 	<p>10. Legal: National Condition of Service 2021, Ordinance CAP79, Financial regulations, Public Finance (Control and audit) 1998, Financial Regulation 1979/2011, Procurement Act 2002, Statistics Act Cap 96 and Census Act Cap 8, Customs Act 2005, VAT Act 2014, Revenue Administration Act 2014, Wreck & Salvage Ordinance, Public Finance Act, Debt Management Policy, SOE Act, Internal Revenue Board Act, Income Tax Act, VAT Act, Revenue Administration Act, ICT Policy, KDP, MSP, Donor Agreement and Ratified conventions.</p> <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> - Private Companies - Other Ministries: Ministry staff (registry staff, AS/SAS/DS, Account staff) - Government/Non-Governmental Agencies <p>To be referred to Manager</p> <ul style="list-style-type: none"> - Responding to straight forward correspondences - Implementation of leave roster - 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.

Approved by: _____

Date of Issue: _____

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<ul style="list-style-type: none"> - Develop and monitor budgets for projects and small activities - Develop information and briefing papers - Implement conditions of service for staff in the Ministry 		
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
<p>Key Result Area/Major Responsibilities</p> <ul style="list-style-type: none"> • Ministry Administration 	<p>Major Activities/Duties</p> <ul style="list-style-type: none"> • Prepare correspondence, speeches, internal reports and information papers 	<p>Performance Measures/Outcomes</p> <ul style="list-style-type: none"> • All required reports prepared and submitted in the required given time • Staff queries accurately answered within 2 days of receipt
	<ul style="list-style-type: none"> • Assist in the following: <ul style="list-style-type: none"> - Allocation of resources (transport, stationary, computers) - Monitoring of budget expenditure - Develop and monitor the leave roster, attendance and management of leave - Development and monitoring of activity and or project budgets - Answer staff queries on entitlements and responsibilities - Preparation of LPO 	

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.

Approved by: _____

Date of Issue: _____

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<ul style="list-style-type: none"> MOP and KDP implementation 	<ul style="list-style-type: none"> General Ministry administration 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 Implement the NCS consistently for all staff Assess admin performance of staff within the Ministry Evaluation report on staff performance to be filled and completed 	<ul style="list-style-type: none"> Budget reports prepared on time MOP progress reports compiled and presented on time
<ul style="list-style-type: none"> Performance Management/Evaluation 		

10. Key Challenges		11. Selection Criteria	
<ul style="list-style-type: none"> 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 procedure for administration matters At peak times, additional working hours may be required to meet the deadlines. Overtime is not applicable 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>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree with a Major in Management/ Administration or related fields as follows – Degree in Economics, Accounting, Sociology, History Politics, Public Administration and Human Resource Management or a Degree in any other fields with at least 1 management course/unit completed</p>	<p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> Knowledge <ul style="list-style-type: none"> Basic office operations, office courtesy and protocols Customer and personal service English language Computers Skills 	

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.

Approved by: _____

Date of Issue: _____

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<ul style="list-style-type: none">- Good computing skills with competence in Microsoft Word, Excel and use of the internet- Fluency in both English and Kiribati language- Ability to keep records- Ability to draft simple correspondence- Ability to draft and amend simple budgets- Active listening- Reading comprehension- Social perceptiveness- Social perceptiveness- Attributes<ul style="list-style-type: none">- Efficient- Effective- Innovative- Vigilant- Creative- Approachable- Cooperative- Fair- Hardworking and dedicated- Sharing- Interested in meeting people
--	--

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.

Approved by:

Date of Issue: