

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MIA		
2. Position Title: Senior Rural Development Officer	3. Salary Level: L9-7	4. Division: Rural Planning Division
5. Reports to: Director	6. Direct Reports: Deputy Director, Rural Development Officer, Island Procurement Officer, Island Development Officer	
7. Primary Objective of the Position: <ul style="list-style-type: none"> ▪ To strengthen the Rural Planning Division to carry out its planning and implementation functions and to assist in speeding up project identification, preparations, appraisals, funding, implementation, monitoring and acquittals. 		

8. Position Overview		
9. Financial: Financial Regulations	10 Legal: National Conditions of Service and Village Bank Act, Procurement Act	
11. Internal Stakeholders: <ol style="list-style-type: none"> 1. RPD Director 2. Secretary (MIA) 3. Admin staffs 4. MIA staffs Without referral to Director or Secretary: <ol style="list-style-type: none"> 1. Analyzing problem and recommending solutions 	12. External Stakeholders: <ol style="list-style-type: none"> 1. Island Councils 2. MISE 3. MELAD 4. Other relevant Ministries To be referred to Secretary/Director <ol style="list-style-type: none"> 1. When making decisions 	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MSP Outcome:</i> ▪ <i>Divisional Plan</i> 		
Key Result Area/Major	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.

Approved by:	Date of Issue:
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Responsibilities		
1. Assist to ensure efficient Rural Development Planning	<ul style="list-style-type: none"> To assist in conducting IDCs trainings 	<ul style="list-style-type: none"> ❖ Island Councils are aware on how to initiate or design their projects. ❖ All Council Project reports and information are maintained and ready at times needed.
2. To ensure that problems likely to affect action plans are tackled.	<ul style="list-style-type: none"> To assist in initiating and preparing proposals which could be best be implemented by the RPD and addressing issues. To assist in speeding up preparation and implementation process To assist in advising Island Councils with their proposal projects. 	<ul style="list-style-type: none"> ❖ All project proposals are completed and submitted for financial support. ❖ All projects are approved, funded, delivered and completed on time. ❖ Monitoring of projects ❖ Proper advices to Island Councils.
3. To ensure that development planning inputs are collate, analyze and condensed for Senior Staff.	<ul style="list-style-type: none"> To collate necessary information, analyze them and input them into computer for use in planning. 	<ul style="list-style-type: none"> ❖ The quality and the necessity of information compiled.
4. To ensure that policy areas are prepared and implemented	<ul style="list-style-type: none"> To assist in any policy areas from time to time 	<ul style="list-style-type: none"> ❖ Policy decisions are implemented in a timely manner including Cabinet papers.
5. To ensure that Village Banks are well sustained	<ul style="list-style-type: none"> To assist in monitoring of Village Banks 	<ul style="list-style-type: none"> ❖ Village Banks are implemented and monitored when required.
6.	<ul style="list-style-type: none"> To assist with any other tasks delegated from time to time 	

14. Key Challenges	15. Selection Criteria
	15.1 PQR (Position Qualification Requirement):

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1. The Post holder is expected to work voluntarily after hours during time of urgent requirements to accomplish tasks and to complete any other tasks delegated from time to time from the superiors.

Qualification

- **Degree in Economics, Project Management, Accounting, and Management and any other relevant sectors.**

15.2 Key Attributes (Personal Qualities):

- Mature
- Highly Motivated
- Leadership abilities
- Innovative
- Willingness to work with colleagues

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