

1. <b>Ministry:</b> Kiribati Police Service		
2. <b>Position Title:</b> Assistant HR Officer	3. <b>Salary Level:</b> L12-11	4. <b>Division:</b> Corporate Service
5. <b>Reports To:</b> <ul style="list-style-type: none"> <li>Human Resource Manager</li> </ul>	6. <b>Direct Reports:</b> <ul style="list-style-type: none"> <li>Registry Clerks</li> </ul>	
7. <b>Primary Objective of the Position:</b> Provide administrative assistance to the Human Resource Manager in the following functions; HR Planning, recruitment and selection, performance management, compensation and benefits, and in particular is the maintenance of the employees record.		

<b>8. Position Overview</b>	
9. <b>Financial:</b> Nil	10. <b>Legal:</b> National Condition of Service & Standard Operating Procedures
11. <b>Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>Senior Executive Group</li> <li>Senior Officers</li> <li>Civilians</li> <li>Housing Committee</li> <li>Transfer Committee</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>To conduct disciplinary actions</li> </ul> Without referral to Manager: <ul style="list-style-type: none"> <li>To execute daily tasks</li> </ul>	12. <b>External Stakeholders:</b> <ul style="list-style-type: none"> <li>Public Service Office</li> <li>Public Service Commission</li> <li>MFED</li> <li>Institution such as USP &amp; KIT</li> </ul>
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b> <ul style="list-style-type: none"> <li><b>KDP/KPA:</b></li> </ul>	

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- **MOP Outcome: Outcome 1. Enhance transparency accountability, equal opportunities, including, upholding of law/access to justice, inclusiveness in decision making process**
- **Divisional/Departmental/Unit Plan: Increase resourcing (technical and financial) to support public sector units special units such as staffing in order to boost capacity of Special Units**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Human Resource Planning	<ul style="list-style-type: none"> <li>• Develop and maintain the HR Database for employee record</li> <li>• Ensure that the Workforce Plan for the organization is constantly updated at all times</li> <li>• Assist the HR Manager in the development and implementation of the HRD Plan</li> <li>• Ensure personal files are contained with the needed personal details and an update employment history of an employee</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Report</li> </ul>
Recruitment	<ul style="list-style-type: none"> <li>• Seek vacancy clearance from the PSO of positions considered vacant</li> <li>• Prepare and release the job advertisement to invite pool of potential candidates</li> <li>• Pre-screening of applications for advertised jobs to ensure that only candidates who meet basic qualifications are short-listed for interviews/screening test.</li> <li>• Book/invite the PSC Commissioner, panel members, and organize their attendance</li> <li>• Arrange and set up the test/interview venue</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Report</li> </ul>

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In-service training	<ul style="list-style-type: none"> <li>• Provide supporting letter to employees wish to undertake academic or short training courses</li> <li>• Invite applications from all police personnel wish to be considered for the in-service training scheme</li> <li>• Screen application against the selection criteria and forward successful applications to HR Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Report</li> </ul>
Performance Management	<ul style="list-style-type: none"> <li>• Work closely with the HR Manager in appraising performance of individual employees of KPS</li> <li>• Maintain records of performance appraisal and keep it update</li> </ul>	<ul style="list-style-type: none"> <li>• Performance appraisal record kept update</li> </ul>
Compensation and benefits	<ul style="list-style-type: none"> <li>• Facilitate salary increment for all police personnel and ensure all get paid correctly on time</li> <li>• Deal with staff entitlement</li> <li>• Prepare appointment for temporary employees and ensure they get paid on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Report</li> </ul>
Job Description	<ul style="list-style-type: none"> <li>• Assist the HR Manager in the development of job description for junior positions in the organization</li> </ul>	<ul style="list-style-type: none"> <li>• Job descriptions are well written</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>• Assist HR Manager in the development and review of HR policies</li> <li>• Assist in the administrative matters</li> <li>• Undertake other duties may be required to perform from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Report</li> </ul>

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
	<b>11.1 PQR (Position Qualification Requirement):</b>

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With the lack of proper skills and knowledge required on the job, the incumbent may not be able to perform the job effectively. The working environment is quite busy given the sensitivity of employees' issues (regarding staff entitlement) is very demanding.

Need someone who has the ability to manage and prioritize his/her work accordingly and able to meet internal and external demand of clients.

The position may be scheduled to work outside working hours occasionally in order to meet deadlines of given assignment thus requiring someone flexible to work in that environment.

**Education:**

- Diploma qualification in Human Resource Management with at least 1 year experience in the HR fields.

**Experience:**

- 1 year experience in the HR field

**Job Training:**

- Human Resource Management Training

**11.2 Key Attributes (Personal Qualities):**

**Knowledge:**

- Personnel and Human Resource Knowledge
- Clerical knowledge
- Administration and management knowledge

**Skills:**

- Active Listening
- Computer skills in Microsoft Word, Excel and in other applications
- Interpersonal skills
- Better than average written and spoken communication skills
- Excellent organizational management skills
- Customer Service Skills
- Good problem solving and analytical skills
- Computer literate

**Attributes:**

- Able to work to meet dedicated deadlines
- Sound judgment and decision making ability
- Ability to cope with workplace conflicts
- Integrity and honesty

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