

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

| | | |
|--|--|--|
| 1. Ministry: Public Service Office | | |
| 2. Position Title: Senior Assistant Human Resource Officer | 3. Salary Level: L12-10 | 4. Division: Human Resource Management Center |
| 5. Reports To: Senior Human Resource Officer. | 6. Direct Reports: Assistant HRO | |
| <p>7. Primary Objective of the Position: To effectively engage in the tasks provided or prescribed in this Position Description. To assist in the implementation and coordinating of Human Resource Management Systems/Policies/Initiatives and new reforms with Ministries/government agencies or the public service. To ensure successful and effective HRM implementation for an improved quality and standard of overall workforce/public service performance.</p> | | |
| 8. Position Overview | | |
| 9. Financial: Not Applicable | 9. Legal: No direct legal responsibilities, but the existing NCS, HRD Manual (Policy) and other policies may be required to be consulted particularly with policy review/development to ensure there's no duplication or clashes. | |
| 11. Internal Stakeholders: <ol style="list-style-type: none"> 1. Secretary & Admin Staff 2. Director & Deputy Director HRMC 3. PSPM Staffs 4. HRMC Staffs 5. IT & Statistics Staffs | 12. External Stakeholders: <ol style="list-style-type: none"> 1 Secretary & Admin Staff in line Ministries/Government Agencies 2 Head of Divisions in line Ministries/Government Agencies 3 SOEs 4 Kango 5 KCCI | |
| 13. To be referred to Manager: <ul style="list-style-type: none"> • Decisions requiring budget / funding of any activities • Major changes to the work plan affecting the whole unit's business plan. • HR policies implementation/reviews • Taking leave outside the agreed leave roster | 14. Without Referral to Manager <ul style="list-style-type: none"> • Implementing roles reflected in unit workplan. | |
| 15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: | | |

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: |
|---------------------|-----------------------|

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
|---|---|---|
| Ministry workforce plan | <ul style="list-style-type: none"> • Assist HRO in initiating workforce plans with Ministries/gov't agencies by Collecting required information to complete and update Workforce plans quarterly/annually or when required. • Identify skill gaps, age composition, retirements vacancies etc as part of work force plan analysis for ministry with small work force. • Provide training/assistance to relevant staff on workforce planning where and when required. | <ul style="list-style-type: none"> ➤ Ministry workforce analysis completed. ➤ Workforce for each Ministry updated every year. |
| Recruitment & Selection & Induction guideline | <ul style="list-style-type: none"> • Involve with Recruitment and Induction guideline review. • Seek information from relevant institutions as part of data collection for the review. • Direct support to HRO & SHRO by providing information required as part of the review from time to time. • Compare and contrast current policy/ guideline (recruitment) with other countries as part of data collection. • Assist with administrative arrangement/ logistics for meetings where appropriate. | Recruitment, Selection & Induction guideline is developed. |
| Vacancy Clearance | <ul style="list-style-type: none"> • Work with PSO (IT officer) on confirmation with vacancy clearance for the concerned ministry. • Consult ministries appropriately to confirm information when required. | <p>Vacancy clearance provided in a timely manner.</p> <p>Database is up to date and always made visible.</p> |

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: |
|---------------------|-----------------------|

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

| | | |
|--|---|---|
| | <ul style="list-style-type: none"> • Provide vacancy clearance to all Ministries based on request from time to time. • Maintain and update database for Vacancy clearance and provide report to SHRO when required. | |
| Structural Review and Establishment Register | <ul style="list-style-type: none"> • Assist SHRO and HRO with structural review exercise. • Assist with data collection and input as part of structural review exercise (GI table). • Assist with other logistics activities for structural review and ER when required. • Perform assessment as part of the team for Establishment proposed changes based on criteria and framework for Ministries with small workforce. | <ul style="list-style-type: none"> ➤ Activities are progressed consistent to the approved work plan. ➤ Feedback can be provided in the absence of both SHRO/HRO |

| 16. Key Challenges | 17. Selection Criteria |
|--|---|
| <ul style="list-style-type: none"> • Working under pressure in meeting deadlines. • Working outside working hours when required • Working with external stakeholders. | <p>17.1 PQR (Position Qualification Requirement):</p> <p>Education: Diploma in either Human Resource Management or Management & Public Administration, OR Certificate in Human Resource Management with 3 years post certificate work experience as Assistance Human Resource Officer or in the Human Resource Management field.</p> <p>Experience: 3 years post certificate work experience as Assistant HR Officer or in the HRM field is more advantage.</p> <hr/> <p>17.2 Key Attributes (Personal Qualities):</p> <p>Skills and Knowledge</p> |

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: |
|---------------------|-----------------------|

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

| | |
|--|--|
| | <ul style="list-style-type: none">• Analytical Skills – Have the skills to analyze huge data and working with Microsoft office such as MS Excel and MS Word• Time Management Skills – Manage several tasks and meet deadlines.• Active Listening- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.• Oral and Written- Should have understanding in English to communicate and very good at report writing.• Judgment and Decision Making- Considering the relative costs and benefits of potential actions to choose the most appropriate one. <p>Personal Attribute</p> <ul style="list-style-type: none">- Teamwork spirit- Punctuality- Respect and Honesty- Flexibility & confidentiality. |
|--|--|

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: |
|---------------------|-----------------------|