

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Tourism, Commerce, Industry and Cooperatives	
2. Position Title: Assistant Business Promotion Officer	3. Salary Level: L13-12
	4. Division: Business Promotion Division (Kiritimati Branch)
Reports To: Business Promotion Officer	5. Direct Reports: Senior Business Promotion Officer
6. Primary Objective of the Position: To contribute to the effective and efficient implementation of MTCICs SP and work plan of the Business Promotion Division under MTCIC Kiritimati Office. To ensure that all of BAC's activities are conducted not only efficiently but also within the budget allocated and on a timely manner.	

7. Position Overview	
9. Financial: NIL	10 Legal:
11. Internal Stakeholder: <ul style="list-style-type: none"> • SBPO Staffs • Director BPC • MTCIC Staffs To be referred to Managers: <ul style="list-style-type: none"> • Assisting clients in developing business plans and to provide advisory services. • Ensure the training materials be prepared 	12. External Stakeholder: <ul style="list-style-type: none"> • Communities • Businesses and Companies • DBK, ANZ KIR • Government Ministries Without referral to Managers: <ul style="list-style-type: none"> • Assist in developing business plan • Finding ways to ensure that self-help entrepreneurial groups are formed
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit 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.

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Responsibilities		
Development of client's business plan	<ul style="list-style-type: none"> In close consultation with the client to develop the business plan for the client. 	Business plan is finalized and submitted to banks for consideration
Assist in conduction of SYB/IYB trainings	<ul style="list-style-type: none"> Assist in the preparation of the training including booking of venue, procurement of training kits, and making sure that other logistical requirements are done. 	<ul style="list-style-type: none"> The SYB/IYB and any other trainings are conducted effectively and within the budget and time allocated.
Collection of business information for annual business awards	<ul style="list-style-type: none"> To conduct the public survey to find out the feedback from the public on which business is the best for the categories to be decided by the working committee. 	<ul style="list-style-type: none"> The results of the survey are fed into the database and the results finalized before the business award night.
Assist walk in clients with their needs	<ul style="list-style-type: none"> Depending on the need of the client, assistance and guidance should be provided; 	<ul style="list-style-type: none"> Provided daily and client should be satisfied.
Formation of the self help	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

10. Key Challenges	11. Selection Criteria
Officer is expected; <ul style="list-style-type: none"> To be creative and to think outside of the box in order to assist the needs of clients which are diverse and dynamic To be receptive and friendly in delivering the advices and services; Must be patient with the manners and characters of clients. 	11.1 PQR (Position Qualification Requirement): Education: Form 6 Certificate Experience: Job Training: Prerequisite:
	11.2 Key Attributes (Personal Qualities): <ol style="list-style-type: none"> Knowledge: <ul style="list-style-type: none"> Fluent in both English and Kiribati Language Education and Training

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	<p>2. Skills:</p> <ul style="list-style-type: none">- Good leadership and managerial skills- analytical and problem solving skills <p>3. Attributes:</p> <ul style="list-style-type: none">- Efficient, creative and innovative
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