	GO	GOVERNMENT OF KIRIBATI POSITION DESCRIPTION	
1. M	Ministry: Ministry of Internal Affairs		
		3. Salary Level: L10-9/8-7 4. Division: Administration	
		6. Direct Reports: Secretary	*
7. Pr	rimary Objective of the Position: To provide a serially and externally) and the achievement	Primary Objective of the Position: To provide administrative support to the Ministry for a delivery of quality services to its customers (internally and externally) and the achievement of MSP's objectives, according to time frames and allocated budget.	ners
- Common Anni	•		
8. Pc	Position Overview		
9. Fir	Financial: N/A	10. Legal: Administrative Act	***
11. In	11. Internal Stakeholder: - All Ministry Staff including Head of Departments, Administrative and Common Cadre Officers - Island Councils	12. External Stakeholder: - MIA stakeholders including Government Ministries, donor partners, Governmental/Non-Governmental Agencies, Private Sector, etc.	onor Private
With 1. Al 2. Ve 3. M 4. M	Without referral to Manager: 1. Allocation of Ministry transports and making sure the logs are always maintained and checked on a daily basis 2. Verification of claims by Staff such as overtimes and to advise on budget 3. Maintenance of the Ministry assets 4. Monitor and report on the attendance of Staff on a weekly basis	sure the logs are sis 1. Responding to straight forward correspondences 2. Implementation of leave roster on a weekly 3. Queries about staff and other involved parties	
13. K	Implementation of the National Conditions of Service 13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	vice ige to KDP, MOP and Divisional 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.

Date of Issue:

KDP/KPA:

Approved by:

GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

 Divisional/Departmental/Unit Plan: 	Unit Plan:	
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Ministry Administration	 Allocation of resources (transport, stationery, computers) and making sure the log books are always maintained and checked on a daily basis and staff comply with the IT Policy. 	 All required reports Log books checked Overtime monitored Reports, Speeches, correspondences
alan manuncujan sudakuji shihadi	 Verification of claims by Staff such as overtimes and other claims received by the Ministry and to advise on 	e k
arthum in contribution and an arthur in contribution and arthur in	 Maintenance of the Ministry assets 	
	weekly basis	
Met remote bil den have familie Gille der	 Supervise front-line staff Prepare corréspondences, speeches, internal reports 	
	 Implement the National Conditions of Service 	¿6
MOP and KDP implementation	Assist with the development and submission of project proposals to achieve MOP and KDP goals.	- Budget reports prepared and submitted on time
	Assist with the implementation and monitoring of projects, including budget expenditure and acquittal.	 MSP progress reports compiled and submitted on time
	Assist with the development and monitoring of the budget, MSP and other Ministry planning matters.	co

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.

Date of Issue:

Approved by:

GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

HR Management Framework implementation	Assist the Ministry in the implementation of the HR fr Assist with the development of the Ministry HRD and	ementation of the HR framework the Ministry HRD and	HRD Plan and wokforce Plans prepared and submitted on time
	Implement the NCS consistently for all staff	ly for all staff	NCS provisions that governs staff training is adhered to
14. Key Challenges	•	15. Selection Criteria	6
C		15.1 PQR (Position Qualification Requirement):	Requirement):
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, noticy and	nior	Qualification and Experience:	•
procedure for administration matters.	•	Degree in Management/Public Administration OR other related including a Degree in Economics/Accounting/Sociology/History	Degree in Management/Public Administration OR other related fields including a Degree in Economics/Accounting/Sociology/History
At peaktimes, additional working hours may be required to meet deadlines, overtime is not applicable.	AAN EPERENT LEADING . WE WIND	Politics/Industrial Relations/Hum	Relations/Human Resource Management.
The post holder may be required to undertake research, with central agencies or online to develop information and discussion	ndertake research, with information and discussion	 Previous Working Experie advantage 	Previous Working Experience in the same field would be an advantage
papers for consideration by the Ministry. Duties that may be assigned by the SRO from time to time	from time to time	 15.2 Key Attributes (Personal Qualities): - Fluent in English and Kiribati - Skills in computer use (spreadsheet and word) - Ability to use email and internet. 	eet and word)
a grandmining and design at development in the last		5	
habitoria et Planta fijnska u		,	
rakin ayun ayalka da			

Approved by:

required to perform additional duties as required.

Date of Issue:

GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

*	nay be	on that yo	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:	25 of the role. I	key activitie as required.	ive, but not exhaustive, outline of the key activitie required to perform additional duties as required.	ustive, ou	t not exha	nsive, bu	r comprehe	ption provides a	scription Appr	ation de	This po	
				1	-2								agy y milet de Sillahada (Alba) jaman mengang ang anggay y milet de Sillahada (Alba) ang anggay		
			Ž.				LWI						Affiliah (Maya manyang ing Affiliah In Paggyigalah sigigamoyaya)		
*					. T € 7								H.A. ST POPT, A.F. Sale Selection of Section (Tips, 1973), which was a large		
			Ž.				.*						"передосновучности в печени, чесо за вышениция в сеф		
***				1	<i>₩</i>								48704a (B. 52a Juni 1918 Mari Pando mpa ammy priki apit, ya Jugi ya Jugi ya J		
			æ		97.		l.*						PP TO THE		
*				•	- · · · · · · · · · · · · · · · · · · ·								ligari Jaya Amarak sel si mada mamangan kana mga da Mili maha Paraha mangan ka Amarak sa Maraha Paraha manangan		
					-5								representa		

Ą