



## MINISTRY OF INFRASTRUCTURE & SUSTAINABLE ENERGY

P.O. Box 498, Betio, Tarawa, Republic of Kiribati  
Phone: (686) 75126192/75126142, Email Address;  
[registry@mise.gov.ki](mailto:registry@mise.gov.ki) Website: [www.mise.gov.ki](http://www.mise.gov.ki)

### Acting Deputy Secretary Job Description and Salary Level

<b>Post title:</b>	Deputy Secretary
<b>Duty station:</b>	MISE, Administration
<b>Contract Type:</b>	Government
<b>Duration:</b>	10 months
<b>Direct Supervision:</b>	Secretary
<b>Reporting to:</b>	Secretary
<b>Salary package:</b>	Level 4

#### **1. Scope of Work:**

Ensure that the Ministry enhances and sustains a quality service to all clients and that the MOP objectives are archived within budget to contribute to the achievement of Government goals and objectives.

A more specific list of tasks of the Deputy Secretary may include but are not limited to;

- Provide advice to technical officers of the Ministry of Administration requirements, including budget, and planning requirements.
- Assist the Secretary in the development of policies through preparation of Cabinet papers, briefings, and discussion papers
- Provide assistance to the Ministry work plan and to manage KPIs
- Represent MISE to KDP taskforce
- Act as an OIC and advisor to HM in the absence of the Secretary
- Coordinate technical divisions assigned to DS
- Contribute to the Staff Performance Assessment (SPA)
- Progress report on achievement of the Ministry's work plan
- Budget preparation
- Monitor monthly account expenditure against the budget and action any necessary vote transfers.
- Authorize expenditure
- Develop HRM framework for the Ministry under the advice from the Secretary

- Implement administration for the Ministry to ensure the Ministry's workplan requirements are met
- Any other tasks that may be assigned by the SRO from time to time

## **2. Qualification Requirement and Experience**

- Post Graduate Qualification+ 5yrs relevant work experience at Senior Management level
- 5+ years in admin work or any management roles

*OR Waived PQR*

- Have passed USP/PSO postgraduate tailor-made course and have served for at-least 3 years at a senior management level or
- 5 years in a middle management level.

### Experience

- Have sufficient experience in recurrent budgets preparation, drafting of Cabinet papers, policy analysis, and project and program monitoring and evaluation.
- Retiree admin officers is a preference

### Qualities

- Motivated and eager to learn
- Good team player

Expressions of interest (EOI) must be submitted in a sealed envelope address to the Secretary, Ministry of Infrastructure and Sustainable Energy no later than 3<sup>rd</sup> January 2023, during working hours.