

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Education		
<b>2. Position Title:</b> Public Relations Officer	<b>3. Salary Level:</b> L11-10/9-7	<b>4. Division:</b> Headquarters
<b>5. Reports To:</b> Permanent Secretary/Deputy Secretary	<b>6. Direct Reports:</b> Head of Divisions	
<b>7. Primary Objective of the Position:</b> Public Relations Officer ensures that the image and reputation of Ministry of Education is maintained and enhanced as an efficient, effective, responsible and responsive Ministry through high quality communications.		

<b>8. Position Overview</b>	
9. Financial: NIL	10. Legal: Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics, ECCE Act 2017
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>• Head of Division</li> <li>• KEF Relationship Manager</li> <li>• Other Relevant Stakeholders</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>• Deputy Secretary</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Staff at MOE Headquarter</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li>• EM</li> </ul>
<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>	

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: KPA 1:Human Resource Development</i></li> <li>▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Building and maintaining a strong internal culture and a positive corporate and community image	<ul style="list-style-type: none"> <li>• Implement Communication Strategy and design, implement and review activities and community engagement strategies.</li> </ul>	Proactive and Creativity
1. Ensuring the production of high quality MOE publications	<ul style="list-style-type: none"> <li>• Coordinate(research and write) internal and external publications, including media releases, newsletters, reports, brochures, media briefing notes and regular newspaper columns.</li> </ul>	Efficient in correspondence with HoDs, KEF RM.
2. Developing and maintaining good relationships with all stakeholders	<ul style="list-style-type: none"> <li>• Manage media relations, ensuring Public Relations opportunities are created and explored by maintaining positive relationships with the media and by providing them with accurate and timely information.</li> <li>• Publicize MOE's role, innovations, services and activities to the local and wider community, businesses and government.</li> </ul>	Preparation of programs, like advertisement, releases, etc.

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<p>3. Ensuring Education related Acts are entered</p>	<ul style="list-style-type: none"> <li>• Work in collaboration with School leaders and stakeholders to enforce laws relevant to Education</li> </ul>	
<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>
<p>At peak work times, additional working hours may be required to meet deadlines. Overtime is payable.</p>		<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Degree in Journalism, Communication, Psychology &amp; other Social Science fields. OR Diploma in Journalism/Media studies/social media with 3 years' experience in the related field.</li> </ul> <p><b>Relevant skills: Digital media skills and relevant community engagements</b></p>
		<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• Fluent in both English and Kiribati Language</li> <li>• Computer literate</li> <li>• Psychologically &amp; Physically fit</li> <li>• Ability to handle pressure</li> <li>• Knowledge of Kiribati Customs and Traditions</li> </ul>

*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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------