

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Justice		
2. Position Title: Public Relations Officer	3. Salary Level: 9-7	4. Division: Office of the Public Legal Service
5. Reports To: Deputy Director	6. Direct Reports: Law librarian, Law Clerks and IT Officer	
7. Primary Objective of the Position: Community Legal Education (CLE) program is one of the Office of the Public Legal Service division in the Management structure. The program is designed to provide and deliver legal education to the communities across Kiribati, which comprises more of the disadvantaged people whose understanding of the law and the legal system ranges from very little to none. The post will be responsible for the development, coordination and implementation of CLE programs in line with organizational objectives, the facilitation and leading of OPLS CLE activities to strengthen awareness and community outreach programs, developing short and long term plans for CLE all programs, and the monitoring of activities and evaluation of the same including reporting as well as budget planning.		

8. Position Overview	
9. Financial: The post holder will be able to co-sign the amount of up \$5,000 only if the superiors are travelling or leave	10 Legal: National Condition of Service, Procurement Act, Public Finance Audit Control Act, High Court Civil Procedure Rules, Magistrate Court Ordinance

This is 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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<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Lawyers • Paralegals • Office Manager • Interpreters/Law clerks • IT Officer • Account Officers 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Magistrates • Judges • Clients • Community members • Courts officers • Donors/Development partners • Governmental/Non-Governmental Agencies 	
<ul style="list-style-type: none"> • Working colleagues <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • CLE Plans • CLE programs • Progressive Reports • Monitoring and Evaluation Report • Annual Report 	<ul style="list-style-type: none"> • Members of the public • Donors and potential donors <p>Without referral to Manager</p> <ul style="list-style-type: none"> • 	
<p>13. KEY ACCOUNTABILITIES<i>(Include linkage to KDP, MOP and Divisional Plan)</i></p> <ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

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<p>Develop and deliver awareness activities and programs focused on legal issues to communities across Kiribati and other targeted disadvantaged groups and providing effective legal information to promote greater access to Justice</p>	<p>Conduct needs analysis on community legal issues for the purposes of developing and delivering effective legal awareness programs</p> <p>Direct, prepare and oversee production of effective legal information & materials (including media publications) to be used for dissemination of awareness program to the communities for the purpose of reporting and carrying out CLE</p> <p>Deliver and assist in the delivery of CLE activities & presentations to communities and target groups</p>	<p>Situational Analysis report. CLE materials produced: translation of laws, legal information, OPL services etc</p> <p>CLE radio program produced: every quarterly.</p> <p>Conduct and deliver CLE programs and awareness to communities and targeted groups in accordance to the yearly schedule</p> <p>Monitoring & Evaluation report for future & increasingly progressive CLE programs</p>
<p>Develop CLE plans and outreach community & targeted group strategies including budget planning for implementation</p>	<p>Developing and planning CLE schedules and strategies ensuring no conflict with other programs routines and that the program is completed on time accordingly</p> <p>Creating template and package that include materials, resources and estimates for approval including developing pro doc for seeking of funds</p>	<p>CLE Plans Budget plans Prodoc</p>

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<p>Developing and strengthening partnerships with line Gov't organizations/stakeholders and/or NGO's that have direct or indirect role in providing CLE related programs to communities</p>	<p>Identifying, organizing and establishing partnership and meetings with relevant stakeholders to foster positive relationships with a view to maintain and lead in designing, implementing and monitoring of the CLE program objectives</p> <p>Assisting the development of public relations and communications strategies to support CLE program goals</p> <p>Responsible for increasing community awareness</p>	<p>Regular meetings Progressive reports ToRs with established partnerships</p> <p>CLE awareness programs or strategies with OPL as leading Organization Periodic and progressive reports</p>
<p>Reporting and planning of CLE materials and activities</p>	<p>Developing monitoring and evaluation report of all CLE activities including fiscal auditing and acquittal reporting</p> <p>Reporting and recommending further strategic CLE activities based on M& E reports</p>	<p>Periodic and progressive reports</p> <p>Annual M & E report that includes recommendations for future of CLE program.</p>
<p>Others as may be required from time to time by supervisor</p>	<p>Responsible for carrying out other tasks as may be directed by the Deputy Director or other supervisors that could involve capacity development trainings or other matters within expertise and knowledge to perform,</p>	<p>Directions</p> <p>Others</p>

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10. Key Challenges	11. Selection Criteria
<p>□ Managing the CLE progress effectively and efficiently,</p> <ul style="list-style-type: none"> • Meeting high demand of legal issues from the public, • Working with limited resources and under strained funds, • Completion of progressive, fiscal and M&E reports • Limited resources • Financial constraints • High level of commitment for legal officers • Establishing and managing relationship with key internal and external stakeholders • Producing effective communication that fit individual staff culture • Time Management 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Selection Criteria</p> <ul style="list-style-type: none"> • Degree in Public Policy/Public International Relations/Journalism/Sociology <p>Experience:</p> <ul style="list-style-type: none"> • 2 years of direct supervisory and management experience • Attained a ToT Certificate for Trainers (workplace & community based) with 2 years experience as Community Trainer • Community Legal Training / Related Projects • Human Rights Advocate <p>Job Training:</p> <p>Prerequisite:</p>

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11.2 Key Attributes (Personal Qualities):

- Must have strong interpersonal, written and oral communication skills
- Creative, strategic and analytical thinker with the ability to manage and lead a divisional plan with minimal supervision
- Experience in developing and managing budgets
- Must be highly organized and able to work well and able to cultivate and build good team relationship
- Familiarity with the Government's protocol processes and be able to communicate well with NGO's in developing partnership including external relations
- Able to work with a variety of populations in the field e.g cultural sensitivity to elderly age group, male, female, young children
- Computer literacy and able to work well with Microsoft softwares: Powerpoints, Publisher, Excel

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Flexible and ability to work under pressure

1. Knowledge

- Customer and Personal Service
- Self-management
- Project Management
- English Language
- Accounting
- Computers

2. Skills:

- Speaking
- Active Listening
- Social Perceptiveness

- Mentoring
- Monitoring
- ToT skills

3. Attributes

- Efficient
- Effective
- Innovative
- Creative

- Approachable
- Cooperative
- Fair
- Professional
- Hardworking and dedicated

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