

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

1. Ministry: Public Service Office

2. Position Title: Assistant Secretary

3. Salary Level: 10-9/8-7

4. Division: Administration, All Ministries

5. Reports To: SAS/DS

6. Direct Reports: Office Manager

**7. Primary Objective of the Position:**

To provide administrative support to the Ministry to enable the delivery of quality services to clients, the ongoing delivery of services, and the achievement of MCOJ objectives, on time and within budget

**8. Position Overview**

9. Budget: \$10,000.00

10. Legal Administrative Act

**11. Internal Stakeholders:**

- Ministry Staff
- Executive Assistant
- Head of Departments
- Assistant Secretary (colleagues)
- OS/SAS

**12. External Stakeholders:**

- Private companies
- Other Ministries – Ministry Staff (Registry Staff, AS/SAS/TS/Account Staff)
- Governmental/Non-Governmental Agencies

To be referred to Manager:

- Allocation of Ministry transport
- Responding to straight forward correspondences
- Implementation of leave roster
- Develop and monitor budgets for projects and small activities
- Develop information and briefing papers
- Implement conditions of service for staff in the Ministry

To be referred to Manager:

- Responding to straight forward correspondences
- Implementation of leave roster
- Queries about staff and other official matters
- Issues raised from staff and other involved parties

*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*

7/2011/10

1 Approved by:

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**GOVERNMENT OF NARIYA  
POSITION DESCRIPTION**

**POSITION TITLE: GOVERNMENT OFFICIALS (Include linkage to KDP, MOP and Divisional Plan)**

<ul style="list-style-type: none"> <li>• KDP/CPA</li> <li>• MOP/CPA</li> <li>• Divisional/Departmental/Units/Plant</li> <li>• Key Result Area/Major Responsibilities</li> <li>• Ministry Administration</li> </ul>	<p align="center"><b>Major Activities/Duties</b></p> <p>Prepare correspondences, speeches, internal reports and information papers</p> <p>Assist in the following:</p> <ul style="list-style-type: none"> <li>• Allocation of resources (transport, stationery, computers)</li> <li>• Monitoring of budget expenditure</li> <li>• Develop and monitor the leave roster, attendance and management of leave</li> <li>• Development and monitoring of activity and or project budgets</li> <li>• Answer shift queries on entitlements and responsibilities</li> <li>• Preparation of LPO</li> <li>• General ministry administration</li> </ul> <p>Assist with the development and submission of project proposals to achieve MOP and KDP goals.</p> <p>Assist with the implementation and monitoring of projects, including budget expenditure and acquisition.</p> <p>Assist with the development and monitoring of the budget, MOP and other Ministry planning matters.</p> <p>Assist the ministry in the implementation of the HR framework</p>	<p align="center"><b>Performance Measure/Key Information</b></p> <p>All required reports prepared and submitted in the required format on time.</p> <p>Staff queries accurately answered within 2 days of receipt.</p> <p>Budget reports prepared on time.</p> <p>MOP progress reports compiled and presented on time.</p>
<p>MOP and KDP implementation</p> <p>HR Management framework implementation</p>	<p>Assist with the development and submission of project proposals to achieve MOP and KDP goals.</p> <p>Assist with the implementation and monitoring of projects, including budget expenditure and acquisition.</p> <p>Assist with the development and monitoring of the budget, MOP and other Ministry planning matters.</p> <p>Assist the ministry in the implementation of the HR framework</p>	<p>Budget reports prepared on time.</p> <p>MOP progress reports compiled and presented on time.</p>

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- Ability to draft simple correspondence
- Ability to draft and amend simple budgets
- Active Listening
- Reading Comprehension
- Social Perceptiveness
- 3. Attributes
  - Efficient
  - Effective
  - Innovative
  - Vigilant
  - Creative
  - Approachable
  - Cooperative
  - Fair
  - hardworking and dedicated
  - sharing
  - interested in meeting people

*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.*

I a covered by: \_\_\_\_\_ Date of Issue: \_\_\_\_\_