

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MIA		
2. Position Title: <i>Assistant Local Government Officer</i>	3. Salary Level: L14-12	4. Division: <i>Local Government Division(MIA)</i>
5. Reports To: <i>Local Government Officer</i>	6. Direct Reports:	
7. Primary Objective of the Position: To strengthen Local Government through supporting Island Councils' administrative responsibilities on outer islands.		

8. Position Overview	
9. Financial:	10. Legal: Kiribati National Conditions of service/ Local Government Act/ <i>Local Government Financial Instructions and Financial Regulation</i>
11. Internal Stakeholder: <ul style="list-style-type: none"> • <i>Director LGD</i> • <i>Local Government Officer</i> • <i>SALGO</i> • <i>Colleagues</i> <p>Without referral to Manager:</p> <p>1. Ensuring travel of Mayors to be confirmed and related logistics. Also provide protocol service.</p>	12. External Stakeholder: <ul style="list-style-type: none"> - <i>Island Councils</i> - <i>Other Ministries</i> - <i>Mayor and Island Council Clerks</i> <p>To be referred to Managers/Supervisors:</p> <p>1. <i>Receives outer Island Council's administrative and financial document for office records.</i></p>
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit 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.

Approved by:	Date of Issue:
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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<i>Strong management support to council and director</i>	<ul style="list-style-type: none"> • <i>Ensure all outer island councils document are complete and are kept in correct files for office use.</i> • <i>Ensure proper and prompt attention is given to outer island councils' issues and problems.</i> • <i>Serve as a protocol and liaison officer in respect to all Council matters and to the Mayor.</i> • <i>Supervise, manage and control all logistics regarding information of the Council.</i> 	<ul style="list-style-type: none"> - Document are secured and safe - Number of Mayors are well escorted well on arrival until departure.
<i>Concentrate on delegated responsibilities</i>	<ul style="list-style-type: none"> • <i>Perform other duties/tasks that may be delegated by the immediate supervisor from time to time.</i> 	
<i>Focus on achieving targets and goals.</i>		

14. Key Challenges	15. Selection Criteria
<i>Constructive suggestions for the improvement of the maintenance activities on the outer islands</i>	15.1 PQR (Position Qualification Requirement): - Form 7 Certificate
	15.2 Key Attributes (Personal Qualities):

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	<ul style="list-style-type: none">➤ <i>Computer literate;</i>➤ <i>Confident with database storage, retrieving, and reporting;</i>➤ <i>Keen in report writing;</i> <p><i>Understands roles of Island Councils</i></p>
Prepared by:.....	Date:.....
Approved by:.....	Date:.....

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