


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Foreign Affairs and Immigration	3. Salary Level: L11-10/9-7	4. Division: Admin, Policy & Support Services.
2. Position Title: Coordination and Project Officer	6. Direct Reports: None	
5. Reports To: Smaller Island States & Pacific Regionalism Coordinator (SIS & PRC)		
7. Primary Objective of the Position: To execute activities and functions of the Administration, Policy & Support Services, to work under direct supervision of the Smaller Island States & Pacific Regionalism Coordinator (SIS & PRC) and Deputy Secretary. The position will also work collaboratively with the Multilateral and Asia-Pacific Divisions to coordinate seeking funds and reporting on the implementation of projects approved by Cabinet.		
8. Position Overview		
9. Financial: NA		
10. Legal:		
11. Internal Stakeholders: <ul style="list-style-type: none"> • Registry Staff • Multilateral & Asia-Pacific Teams • IIS • Senior Assistant Secretary • SIS & PRC • Deputy Secretary • Secretary To be referred to Manager:	12. External Stakeholders: <ul style="list-style-type: none"> • NEPO • CROP agencies, in particular SPC, SPRHP, and IHA • Overseas Missions in Suva, Taipei, and NY To be referred to Manager <ul style="list-style-type: none"> • Consultation on improving and developing relationship with the stated CROP agencies and regional and international organisations of interest to Kiribati. 	


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.

Approved by: 	Date of Issue: .
---	------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1 (b) Project Coordination – reporting of approved projects	<p>Update the relevant Ministry/ Agency on the progress of the PPD.</p> <p>Collaborate with relevant Ministry/ Agency on the progress of the implementation of the project.</p> <p>Coordinate with the relevant Ministry/ Agency and the National Audit Office on the completion and audit reports on the project.</p> <p>Communicate with relevant diplomatic and development partners (donors) on the completion and audited reports on the project.</p>	<p>Relevant Ministries/ Agencies received updated reports/ progress on their PPDs.</p> <p>Progress reports produced as per the MF/ AI Strategic Plan's processes/ system.</p> <p>Completion and Audit Reports received and shared with DC and presented to Cabinet through MF/ AI's Secretary.</p> <p>TPNs drafted, in collaboration with relevant Division (MA/ D/ A/ PI) and sent to diplomatic development partners.</p>
1 (c) Coordination & Mobilization of development funds and facility	<p>Develop and map development partners and philanthropies funding, grants, programme of assistance and facilities including areas of focus and priorities.</p> <p>Research to seek funding facilities, scholarship and training programmes that will increase Kiribati's access.</p> <p>Develop and maintain database of all projects</p> <p>Work closely with ITS to disseminate information from development partners in respect of their development programmes and assistance</p>	<p>Mapping completed of development partners and philanthropies' areas of focus and priorities identifying possible areas of cooperation.</p> <p>Funding established</p> <p>Project database developed</p> <p>Information of development programmes and assistance available disseminated widely to target audience.</p>

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: .
---	------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

- Speaking
- Reading Comprehension
- Social Perceptiveness
- Time management

Attributes

- Strong Analytical thinking
- Ambitious
- Teamwork / Helpful
- Creative
- Hard-working
- Self-confident
- Responsible
- Resourceful
- Patient
- Punctual

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.

Approved by:



Date of Issue: