

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Internal Affairs		
2. Position Title: Executive Assistant	3. Salary Level: L 13-12/11-10	4. Division: Admin
5. Reports To: Assistant Secretary/SAS/DS	6. Direct Reports: Registry Clerk	
7. Primary Objective of the Position: Ensure efficient and quality secretariat services supporting the enhancement of the Minister's and Secretary's role so as to contribute to the achievement of Secretary's goal and objectives in line with the Government Policy.		
8. Position Overview		
9. Financial: NA	10. Legal: Kiribati National Conditions of Service 2021	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Honourable Minister • Secretary <p>To be referred to Manager:</p>	12. External Stakeholders: <ul style="list-style-type: none"> • HM's and Secretary's client • MIA Staff <p>To be referred to Manager</p>	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 1:Human Resource Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

This position description provides a comprehensive, 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>Professional secretarial services (to the Minister, Secretary/OIC)</p>	<p>Screening and dissemination of incoming calls to appropriate officers</p> <p>Arrange travelling booking and itinerary</p> <p>Arrange for and provide protocol services to the Minister, Secretary/OIC and his/her client.</p> <p>Arrange and make booking of appointment and meetings.</p> <p>Draft confidential correspondence for the Secretary/OIC</p>	<p>Efficient and accurate selection of issues for Secretary concern.</p> <p>Resourceful and efficient, and to provide clear and thorough details or concerns for trip to avoid disruptions.</p> <p>To satisfactory provide professional and quality service to avoid any complaint.</p> <p>To be prompt, resourceful and efficient to enable the smooth conduction of meetings.</p> <p>To be professionally accurate and reliable in order to alleviate the Minister, Secretary's/OIC's load, to be completed and submitted on time.</p>
<p>General administrative and registry services</p>	<p>Extraction of all issues of concerns from the Minutes of the Executive meetings inclusive of but not limited to; Cabinet meetings, Secretaries meeting, Developments Coordinating Committee, Head of Departments meeting, etc.</p> <p>Distribution and following up on tasks delegated by the Minister, Secretary/OIC.</p>	<p>Efficient extracted and submitted to the Minister or Secretary/OIC.</p> <p>Accurate distribution and prompt following up of tasks as per delegation with regular progress reports to the Minister, Secretary/OIC.</p> <p>Total control of all issues concerned to the managing, monitoring, filing and</p>

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	Prudent management, monitoring and filing of all documents with special attention to any highly classified and confidential documents.	protection of all documents charged with for efficiency and confidentiality.
10. Key Challenges	11. Selection Criteria	
<p>A key challenge is the segregation, screening and consecutively the negotiation of incoming calls or clients wanting to talk or meet with the Minister and Secretary or the OIC mainly with sensitive issues.</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Diploma in Management (rest of requirement is not necessary) OR Form 5 with Cert in Secretarial (Business)/Supervisory skills plus 5 years in registry work OR Form 3 with Cert in Secretarial (Business)/Supervisory skills plus 5 years in registry work with a pass in English course from any recognized tertiary institution.</p> <p>Experience: NA</p> <p>Job Training: on the job training</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Management • English Language • Customer and Personal Service • Computers and Electronics • Education and Training <p>Skills</p> <ul style="list-style-type: none"> • Active listening • Critical thinking • Instructing • Complex problem solving • Speaking • Protocol Skills 	

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	<p>Attributes</p> <ul style="list-style-type: none">• Concern for others• Self Control• Attention to detail• Analytical thinking• Integrity• Team work
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