

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MIA		
2. Position Title: Island Council Clerk	3. Salary Level: L9-7	4. Division: Local Government Division (MIA)
5. Reports to: Secretary	6. Direct Reports: Director Local Government Division	
7. Primary Objective of the Position: <ul style="list-style-type: none"> ▪ Advise Island Councils on matters relating to law, finance and or other administrative matters ▪ Prepare annual council budgets ▪ Assist and oversee control and preparation of accounting records; ▪ Maintain Council minutes ▪ Deal with community on government policies and issues where required; ▪ Draft council papers, estimates, bye-laws, instructions, reports, etc for consideration and adoption at Council meetings, and ▪ Overall supervision of Council and state fund operations. 		

8. Position Overview	
9. Financial: Local Government Financial Instructions and Financial Regulations.	10 Legal: Kiribati National Conditions of Service (NCS), Local Government Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Minister • Secretary • Deputy Secretary • Senior Local Government Officer • Local Government Staff • Mayor and Council Staff • Human Resource Officer Without referral to Manager: <ul style="list-style-type: none"> • Advice on Local Government Act and Local Government 	12. External Stakeholders: <ul style="list-style-type: none"> • All civil servant • Donor partners • Civil society and community • NGOs • Government Companies To be referred to Manager <ul style="list-style-type: none"> • Issues on the Local Government Act prior than given the advice to

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<p>Financial Instruction.</p> <ul style="list-style-type: none"> • Any queries regarding the full council decision • The community queries on other matters 	<p>Councillors.</p> <ul style="list-style-type: none"> • Queries regarding malpractices and discrepancies detected during working hours.
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- KV20: Four Pillar
- KDP/KPA:
- MSP Outcome:
- Divisional Plan

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ol style="list-style-type: none"> 1. Ensure government policy implementation on outer island and 2. Social and economic stability maintained in Council and on Island at sustainable level. 	<ul style="list-style-type: none"> ▪ Responsible for the safe custody, maintenance and proper use of all Council buildings, stores and equipment; ▪ Implement Council's resolutions as recorded in monthly minutes ▪ Negotiate, manage and report on Island Development Plans as identified by Council; ▪ Licensing officer; ▪ Carry out duties where necessary for other Ministries and Government statutory bodies under statute; ▪ Facilitate the work of resident and visiting government staff; ▪ Solemnize marriages ▪ Island registrar of births, deaths and marriages; and Other duties as may be assigned by Senior Responsible Officer. 	<ul style="list-style-type: none"> ❖ Number of Council building complaints reduced ❖ Number of Council's resolutions are addressed every month. ❖ Number of Island Development Plan presented. ❖ Number of duties settled with other Ministries ❖ Number of Marriages registered. ❖ Number of birth and death registered.

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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Provide support to permanent secretary on all Island Council issues. • Ensure the proper administration practice in the Island Council Level. • Being transfers from Island to Island at any time. 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Qualification</p> <ul style="list-style-type: none"> - A Degree in Management, Economics and Accounting <p>Specialized training:</p> <ul style="list-style-type: none"> - Management and Accounting training - Leadership training <p>a. Other skills</p> <ul style="list-style-type: none"> - Must be able to communicate fluently in both English and Kiribati. Possess relevant Accounting and Management qualifications. - Experienced in the field is an advantage
	<p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Work oriented and patient • Respect others especially customs and traditions of respective urban communities. • Team player • Proactive and innovative • Flexible • Active and hard working • Good listening • Instructing • Concern of others • Self-control • Attention to detail • Analytical thinking • Integrity • Team work

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