

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry of Fisheries and Marine Resources Development		
2. Position Title: Deputy Secretary	3. Salary Level: 4	4. Division: Corporate Service Division
5. Reports To: Secretary	6. Direct Reports: Secretary and Minister	
7. Primary Objective of the Position: To ensure that the Ministry enhances and sustains quality service to all clients and that the MSP objectives of MFMRD are implemented and achieved within budget in order to contribute to the achievement of Government goals and objectives in line with KDP.		
8. Requirements: Basic – Postgraduate qualification with 3 years relevant experience in fisheries or Marine Economics/Management/ Science and middle management. Desirable – Master qualification in fisheries or marine economics/ management/ science with relevant experience in fisheries or middle management level.		

9. Position Overview	
10. Financial: \$20,000	12 Legal: Related regulations and procedures in relation to Public Service, Finances, and Fisheries and Marine Resources. Coordinate and conduct legislative reviews
11. Internal Stakeholders: <ul style="list-style-type: none"> • Staffs • Donors (AusAID/ NZ/ others) • PSC • Board members <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Budget Preparation • MOP preparation and progress report • Personal matters related to NCS • Coordinate preparation of Policy Papers for MFMRD portfolio • Coordinate fisheries and marine resources legislative review 	13. External Stakeholders: <ul style="list-style-type: none"> • All ministries • Relevant SOEs • Communities <p>To be referred to Manager</p> <ul style="list-style-type: none"> • MOP and MSP preparation and progress report • Personal matters related to NCS • Budget • Briefings • Policy analysis and reviews • Legislative analysis and reviews • HMR framework

Approved by: _____

Date of Issue: _____

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Policy review and briefings	<ul style="list-style-type: none"> • Coordinate policy reviews, analysis of options and key recommendations. • Coordinate and facilitate implementation of Policies and ensure new policies facilitates MFMRD's objectives. • Implement administration for the Ministry to ensure MOP requirements are met through preparation of Cabinet papers, briefings, and discussion papers. 	<ul style="list-style-type: none"> • Quality policy advice and timely submission. • Accurate and timely implementation with excellent progress • Well analyzed Cabinet papers submitted on time.
Strategic Planning and Reporting	<ul style="list-style-type: none"> • MOP preparation • Progress report on achievement of MOP activities • Authorize expenditure • Inform prioritization of MFMRD from time to time 	<ul style="list-style-type: none"> • Completed and submitted on time. • Progress reports completed and submitted to NPO on time. Vote transfers are actioned as required by Divisions/ Vote Managers. • All PV/LPO actioned within 1 day of receipt in accordance with delegation and financial regulations.
HR Management Framework implementation	<ul style="list-style-type: none"> • Develop HRM framework for the Ministry and ensure facilitation of MFMRD's training plan. 	<ul style="list-style-type: none"> • Accurate and timely submissions in line with HRM framework for the Ministry
Project coordination	<ul style="list-style-type: none"> • Familiar with MFMRD priorities to inform project preparations • Facilitate and coordinate MFMRD programs • Reports on Progress • Conduct and coordinate Program Steering Committees 	<ul style="list-style-type: none"> • Indicators linked with MSP and KDP • Accurate and timely submissions • Efficient and timely
Budget coordination	<ul style="list-style-type: none"> • Coordination of budget preparations and submission • Implementation of operational budget 	<ul style="list-style-type: none"> • Accurate and timely submissions • Timely implementation of budgeted activities and ensure to coordinate utilization of budget within approved provisions.

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This is position *description provides a comprehensive*, but not exhaustive, outline of the key activities of the role. It is an expectation that *may berequired to perform additional duties as require*

