

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Infrastructure and Sustainable Energy (MISE)		
2. Position Title: Assistant Secretary	3. Salary Level: L10-9/8-7	4. Division: Administration, All Unit
5. Reports To: SAS/DS	6. Direct Reports: Secretary	
<p>7. Primary Objective of the Position: To provide administrative support to the Ministry to enable the delivery of quality services to clients, the ongoing delivery of services and the achievement of MOP objectives, on time and within budget.</p>		
8. Position Overview		
<p>9. Financial:</p> <p>\$10,000.00</p>	<p>10. Legal:</p> <p>Administrative Act</p>	
<p>11. Internal Stakeholders:</p> <ol style="list-style-type: none"> a. Ministry staff b. Executive Assistance c. HODs within the Ministry d. DS/SAS/HRO <p>To be referred to Managers:</p> <ul style="list-style-type: none"> • Allocation of Ministry transport • Responding to straight forwards correspondences • Implementation of leave roster • Develop information and briefing papers. 	<p>12. External Stakeholders:</p> <ol style="list-style-type: none"> a. Private Companies b. Other ministries- Ministry staff (Registry staff, AS/SAS/DS & Account staff c. Government/Non-government Agencies <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Responding to straight forward correspondences • Implementation of leave roster • Queries about staff and other official matters • Issues raised from staff and other involved parties 	

This is 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.

<i>Approved by:</i>	<i>Date of Issues:</i>
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- Develop and monitor budgets for projects and small activities.
- Implement conditions of service for staff in the Ministry

13. KEY ACCOUNTABILITIES (*Include linkage to KDP, MOP and Divisional Plan*)

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Ministry Administration	<p>Prepare correspondences, speeches, internal reports and information papers.</p> <p>Assist in the following:</p> <ul style="list-style-type: none"> • Allocation of resources (transport, stationery, computers) • Monitoring of budget expenditure • Develop and monitor the leave roster, attendance and management of leave • Development and monitoring of activity and or 	<ul style="list-style-type: none"> - All required reports prepared and submitted in the required formation time. - Staff queries accurately answered within 2 days of receipt

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	<p>project budgets</p> <ul style="list-style-type: none"> • Answer staff queries on entitlements and responsibilities. • Preparation of LPO • General Ministry administration 	
MOP and KDP implementation	<p>Assist with the development and submission of project proposals to achieve MOP and KDP goals. Assist with the implementation and monitoring of projects, including budget expenditure and acquittal assist with the development and monitoring of the budget, MOP and other Ministry planning matters.</p>	<ul style="list-style-type: none"> - Budget reports prepared on time. - MOP progress reports compiled and presented on time.
HR Management Framework Implementation	<p>Assist the ministry in the implementation of the HR framework.</p> <p>Assist with the development of the ministry HRD and workforce plans.</p> <p>Implement the NCS consistently for all staff</p>	
Performance Management/ Evaluation	<p>Assess admin performance of staff within Ministry.</p> <p>Evaluation report on staff performance to be filled and completed.</p>	

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Induction (General and Technical)	Coordinate and facilitate an orientation and a Technical Induction Training to new appointees.	- All new appointees must be inducted by the Ministry.
	Submit report of inductions carried out	- Induction report produced
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Coordinate and implement OHS and Health programs with Ministries/ government agencies	Develop programs/initiatives that support and ensure that the ministry implement OHS and health programs for safety and a healthy work environment of employees.	- Report/ progress produced on OHS and health programs
	Report Ministry progress	
ER process/Restructure	Coordinate ER Proposal for the Ministry	- ER Proposal submitted on time to PSO
Job Evaluation	Undertake Job analysis, Job Design an Job Evaluation where required, particularly prior a position is created and/ or when a ministry undergoes organizational restructure/ redesign	- Number of Job Evaluation carried out - Job Evaluation report

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> Coordinate administrative activities under the direction of senior staff to ensure ministry objectives are met. This may involve providing advice to technical staff on entitlement, 	15.1 PQR (Position Qualification Requirement): Essential: Degree with a major Management/ Administration or related fields as follows- Degree in Economics, Accounting, sociology, History

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<p>policy and procedure for administration matters.</p> <ul style="list-style-type: none">• At break times, additional working hours may be required to meet deadlines. Overtime is not payable.• The postholder may be required to undertake research, with central agencies or online to develop information and discussion papers for consideration by the Ministry.	<p>Politics, Public Administration and Human resources Management or a Degree in any other fields with at least 1 management course/unit completed.</p> <p>15.2 Key Attributes (Personal Qualities):</p> <p>Knowledge:</p> <ul style="list-style-type: none">○ Basic office operations, office courtesy and protocols○ Customer and personal service○ English language○ Computers <p>Skills:</p> <ul style="list-style-type: none">○ Good computing skills with competence in Microsoft word Excel and Use of the internet○ Fluency in both English and Kiribati language○ Ability to keep records.○ Ability to draft simple correspondence.○ Ability to draft and amend simple budgets.○ Active listening○ Reading comprehension○ Social perceptiveness○ Attributes○ Efficient
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	<ul style="list-style-type: none">○ Innovative○ Vigilant○ Creative○ Approachable○ Cooperative○ Fair○ Hardworking and dedicated.○ Sharing○ Interested in meeting people.
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