

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Infrastructure and Sustainable Energy (MISE)		
<b>2. Position Title:</b> Office Manager	<b>3. Salary Level:</b> L12-11	<b>4. Division:</b> Common Cadre, All Ministries
<b>5. Reports To:</b> Assistant Secretary or Senior Assistant Secretary	<b>6. Direct Reports:</b> Registry clerk	
<b>7. Primary Objective of the Position:</b> To provide more complex administrative support to supervisors and senior staff in the Ministry.		
<b>8. Position Overview</b>		
<b>9. Financial:</b> Nil	<b>10. Legal:</b> NCS	
<b>11. Internal Stakeholders:</b> <ol style="list-style-type: none"> <li>a. Deputy Secretary</li> <li>b. Senior Assistant Secretary</li> <li>c. Assistant Secretary</li> <li>d. Executive Assistant</li> </ol> <b>To be referred to Managers:</b> <ul style="list-style-type: none"> <li>• Establishing and maintaining a filing system</li> <li>• Maintaining reference information in database form such as file index and the PF information in database form and bring up to assigned officers.</li> <li>• Photocopying and typing work if required.</li> <li>• Assisting in maintaining leave records and correspondences in a confidential manner.</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• In line office manager/ registry clerk from all ministries</li> </ul> <b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>• Draft correspondences and response to queries for signing by supervisors.</li> <li>• Allocating of incoming mails to appropriate and bring up to assigned officers.</li> </ul>	

*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.*

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<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Customer Service (Client Services)	<ul style="list-style-type: none"> <li>• Answering of queries related to Ministry portfolio and other related questions that can be immediately answered without reference to Senior Managers. Giving advice on simple and straight forward issues related to NCS.</li> </ul>	<ul style="list-style-type: none"> <li>- All queries are dealt within that if done by phone or within one day or receipt of complaints</li> </ul>
Managing records management system	<ul style="list-style-type: none"> <li>• Supervision of registry work on records management and ensure that the work is done in a compliance with the registry Procedures Manual and records management policy.</li> </ul>	<ul style="list-style-type: none"> <li>- To be done everyday</li> </ul>
Office administration	<ul style="list-style-type: none"> <li>• Administer the attendance register record and bring up to AS for any inconsistency.</li> </ul>	<ul style="list-style-type: none"> <li>- Recording of files movement should be done every time the file moves every day.</li> <li>- Dealt with every day and every year.</li> </ul>

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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"><li>• The post holder is expected to work more hours when and if requested and will be dealing with difficult customers.</li><li>• The post holder may be involved in the Ministry social functions such as members of the social committee, take part in the singing and dancing competition, part and any other committee may operate and outside working hours.</li></ul>	<p><b>15.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> University Diploma in management (rest requirement is not necessary) <b>OR</b></p> <p>Form 5 with Cert. in Secretarial (business)/Supervisory skills plus 5 years in registry work <b>OR</b></p> <p>Form 3 with Cert. in Secretarial business)/Supervisory skills plus 5 years in registry work with pass in English course from any recognized tertiary institution.</p>
	<p><b>15.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"><li>○ Basic office operations, office courtesy and protocols</li><li>○ English language</li><li>○ Computers</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>○ Should possess good computing skills with competence in Microsoft Word, Excel and Use of the Internet.</li><li>○ Fluency in both English and Kiribati language</li><li>○ Has the ability to keep records.</li><li>○ Has the ability to draft simple correspondences.</li><li>○ Has the ability to draft and amend simple budgets.</li></ul>

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	<p><b>Attributes:</b></p> <ul style="list-style-type: none"><li>• Active Listening</li><li>• Efficient &amp; Effective</li><li>• Innovative</li><li>• Hardworking and dedicated</li></ul>
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