

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

<b>1. Ministry: Public Service Office</b>			
<b>2. Position Title: Public Sector Inspector</b>	<b>3. Salary Level: L10-9/8-7</b>	<b>4. Division: PSPM - Public Service Performance Management</b>	
<b>5. Reports To: Director, PSPM Unit</b>	<b>6. Direct Reports: Supervisor</b>		
<b>7. Primary Objective of the Position:</b> Undertake inspections, monitoring and evaluation of public service performance & service delivery improvement initiatives to assess compliance and enforcement.			

<b>8. Position Overview</b>	
<b>9. Financial:</b> There's no financial responsibility & accountability to the position unless delegated by supervisors. However, the position is required to work on approved activities according to the approved budget.	<b>10. Legal:</b> Public Service Performance Management Act 2022 and close observation & consultation with existing legislations, NCS, policies particularly with newly established performance standard policies and frameworks is vital
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>a. Director PSPM</li> <li>b. Senior Public Service Inspector</li> <li>c. HRMC staff</li> <li>d. Admin Staff</li> </ul> <b>To be referred to Manager/Secretary:</b> <ul style="list-style-type: none"> <li>a. <u>Director</u> <ul style="list-style-type: none"> <li>- Decisions requiring budget/funding.</li> <li>- Any major changes to the work plan affecting the whole unit's business plan.</li> </ul> </li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Ministries &amp; Statutory /Government agencies</li> </ul> <b>To be referred to Manager/Secretary</b> Prior undertaking any inspection task with stakeholders, this position has to seek advice/ approval first.
<b>b. Senior Public Service Inspector</b>	

*This is position description provides a comprehensive, but not exhaustive, 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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- Approval & implementation of workplan and any required changes
- Leave

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

- **KDP/KPA: KPA 3. HEALTH**
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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Conduct Public Service Inspection	<ul style="list-style-type: none"> <li>i) Develop, evaluate and amend inspection criteria/checklist relative to established public service performance standards</li> <li>i) Inspects Ministries to ensure compliance to customer service &amp; performance improvement standards.</li> <li>ii) Providing a detailed report of inspections on various performance standard measures including customer service standards, integrity and corruption control measures/mechanisms and many more.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure relevant tools are established to determine performance of Ministries</li> <li>- Findings will provide direction for decision making for an effective productive Public Service</li> </ul>
2. Analysis of inspection results	<ul style="list-style-type: none"> <li>1. Analyze inspection results and work together as a team to identify gaps in maintaining performance data.</li> <li>2. Submit analysis report to supervisor identifying reasons for compliance/non-compliance and recommendations for improvement. This requires working closely with Senior Public Service Inspector</li> </ul>	<ul style="list-style-type: none"> <li>- Improved service delivery for citizens.</li> <li>- Identified gaps for better efficient and effective service delivery.</li> <li>- Revised and improve systems of Ministries for advance service delivery.</li> </ul>

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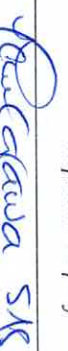
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<p><b>14. Key Challenges</b></p> <ul style="list-style-type: none"> <li>- Working under pressure and meeting timelines</li> <li>- Working outside working hours when required</li> <li>- Representing PSO in meetings related to the nature of the task or PSPM.</li> </ul>	<p><b>15. Selection Criteria</b></p> <p><b>15.1 PQR (Position Qualification Requirement):</b> <b>Education</b> Bachelor /Degree in either management/Public Administrations/HRM/Good governance/Public Policy/Organizational Development</p>
	<p><b>15.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>o Research - knowledge of how to conduct research for a particular issue or to identify a cause and effect through collection and analysis of the right data.</li> <li>o Policy development - knowledge of how to revise and develop policies.</li> <li>o Computer literate - knowledge of basic computer programs/software such as Word and Excel etc. including the use of internet for research and data analysis.</li> </ul> <p><b>2. Experience Required</b> Nil</p> <p><b>3. Skills</b></p> <ul style="list-style-type: none"> <li>o High analytical skills - the position involves thorough analysis of heavy data which can either be structured or unstructured.</li> <li>o Attention to detail - Since results of data analysis guides decision making, this position needs to be able to be highly attentive to details.</li> <li>o Time management skills - manage several research/projects at the same time and meet deadlines.</li> <li>o Communication skills - be able to communicate professionally in writing and verbally as the position involves liaising and engaging with stakeholders.</li> </ul>

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	<ul style="list-style-type: none"> <li>o Very good Interpersonal skills – being able to work collaboratively with key stakeholders, develop networks and supporting groups/ stakeholders and must be able to develop good professional relationships. Also, given the inspectorate role, the position should be able to communicate negative comments constructively.</li> </ul> <p>4. <u>Attributes</u></p> <ul style="list-style-type: none"> <li>o Stress tolerance – job requires accepting criticism and dealing calmly and effectively with high stress situations.</li> <li>o Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. Should be a team player.</li> <li>o Self-Control – Job requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior even in very difficult situations.</li> <li>o Concern for others – Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.</li> <li>o Adaptability/Flexibility – Job requires being open to change (positive or negative) and to a considerable variety in the workplace.</li> </ul>
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