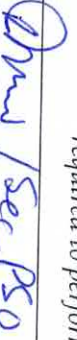


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Public Service Office			
2. Position Title: Senior Human Resource Officer	3. Salary Level: 6	4. Division: HRMC	
5. Reports To: Director, HRMC	6. Direct Reports: HRO & SAHRO		
1. Primary Objective of the Position: Ensure a readily workforce for the current and future Kiribati public service through workforce data analytics; ensure effective recruitment & selection strategies are employed to recruit the right people for the jobs; ensure that the government and/or public service employs a right-sized workforce which is well aligned to organizational structures and goals through conducting structural and functional reviews and management of government establishment (ER).			
2. Position Overview			
9. Financial: NA			
10. Legal: NA			
11. Internal Stakeholders:			
i. Director and Staff of HRMC ii. PSO admin officers and all other PSO staff			
12. External Stakeholders:			
i. HROs and Admin officers from all ministries/across the public service. ii. HR managers of SOE, KCCI and KANGOs.			
13. To be referred to Manager:			
i. Activities that involve budget. ii. Other tasks/assistance from external stakeholders that affect work plan timeline and involve cost.			
14. Without Referral to Manager			
i. Implementing approved workplan activities for the unit. ii. Other tasks/assistance required from other stakeholders that may not affect agreed timeline in the work plan.			
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)			
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 			
Key Result Area/Major Responsibilities			
i. Functional / structural review	Major Activities/Duties	Performance Measures/Outcomes	
	<ul style="list-style-type: none"> • Conduct functional review for ministries to ensure that their organizational structures are in line with their existing MOPs and portfolios. 	<ul style="list-style-type: none"> ➤ Improved/new organizational structures developed for the concerned ministries. 	


This 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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**GOVERNMENT OF KIRIBATI
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	<ul style="list-style-type: none"> Assist Ministries in realigning / improving of organizational structure based on the outcome of functional review exercise. Provide report/advice on best appropriate effective structure to concerned ministries at the end of every functional review exercise. Develop effective and accessible user-friendly guideline for a Functional/Structural review. Provide direct support to Director with report to be part of cabinet paper/ decision making where appropriate. Working with Director HRMC develop robust strategies for dealing with restructures across Kiribati public service. 	<p>➤ Robust strategies for Functional review are in place.</p>
<p>i. Workforce planning</p>	<ul style="list-style-type: none"> Manage/provide support to the Unit and ensure that work plan activities are consistent to time frame. Ensure that the unit provide the required assistance to each ministry on work force planning and analysis. Develop and identify strategies to be part of solution to exiting issues identified through work force plan analysis. Consult appropriately with other stakeholders affected by the proposed strategies. Conduct awareness workshop for the approved work force plan guideline across the public service. 	<p>➤ Approved workforce plan guideline and improvement strategies developed and implemented.</p>
<p>ii. Establishment Register</p>	<ul style="list-style-type: none"> Manage/coordinate all activities for the Establishment consistent to timeline. Assess/ adjust all Government Ministries' proposed change for Establishment based on criteria and Establishment framework. 	<p>➤ Approved ER booklet printed within timeline.</p>


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	<ul style="list-style-type: none"> • Work with HROs/Admin across the Public service to gain clarity & understanding of Establishment proposed change. • Provide Establishment compiled copy to Director, HRMC prior to presentation to ER committee. • Consultancy/ Debriefing arrangement are processed in line with ER Committee's instructions where appropriate. • Inform ministries of the outcome of their establishment change through one-on-one consultation. • Working with Director HRMC, PSO IT officer and HRO develop/print approved ER booklet final copy. 	
<p>iii. HR policy/ guideline development - Recruitment guideline.</p>	<ul style="list-style-type: none"> • Involve HRO & SAHRO (PSO) develop & review HR policy (Recruitment) in line with best practice and other related policies. • Review and recommend improvements to current Recruitment guideline/Policy to ensure legislative/ other policy consistency and reflection of vital organizational values. • Work in partnership with Human resource & Admin officers across the public service to ensure HR policies 	<p>➤ HR new/revised policies developed- (revised Recruitment policy/guideline) is in place.</p>

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	<p>/ guideline (recruitment) and best practice are followed.</p> <ul style="list-style-type: none"> • Develop and deliver workshop to implement new or revised guideline/policy throughout the public service. 	
<p>16. Key Challenges</p>		
<ul style="list-style-type: none"> ➤ Ability to build strong professional working relationships with client/customers in areas where they can challenge appropriately for continuous improvement. ➤ Flexible approach to work to achieve demanding goals. ➤ Ability to work outside working hours where appropriate. 		
<p>17. Selection Criteria</p>		
<p>17.1 PQR (Position Qualification Requirement):</p>		
<p>Education:</p> <ul style="list-style-type: none"> • Degree qualification with 3 years post Degree work experience in middle management level. • A post graduate diploma and master's in management (Management and HRM) is an added advantage. 		
<p>Experience:</p> <ul style="list-style-type: none"> • A minimum of 3 years in middle management level, (Management/Public Admin or Human Resource management) preferred. 		
<p>Job Training: HRM/Management/Public Admin/Leadership/Project Management/Change Management</p>		
<p>17.2 Key Attributes (Personal Qualities):</p>		
<p>Knowledge.</p>		
<ul style="list-style-type: none"> • Human Resource Management • Research and analytical skills. • Ability to listen and solve others problem. • Leadership • Having the ability to understand key HR metrics such as workforce planning, recruitment, structural review, and job evaluation. • HRM framework 		

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	<p>Skills:</p> <ul style="list-style-type: none"> • Excellent interpersonal skill, negotiation, and conflict resolution skills. • Ability to prioritize task and delegate them when appropriate. • Ability to form working relationship with people at any level. • Competency in Microsoft Office and presentation tools. • English skills – both written and spoken <p>Attributes:</p> <ul style="list-style-type: none"> • Being able to organize and multitask. • Quick decision maker and enjoy solving problem. • Patience. • Lead by example. • Ability to act with integrity, professionalism, and confidentiality.
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