

1. Ministry: Ministry of Tourism Commerce Industry and Cooperatives		
2. Position Title: Quality Promotion Officer (Coordination)	3. Salary Level: 11/10/ 9_7	4. Division: Quality Promotion Division
5. Reports To: Director of Business Promotion Center	6. Direct Reports: Senior Quality Promotion Center	
7. Primary Objective of the Position: To ensure Kiribati's products and services comply with relevant standards and technical regulations on regional and international markets, thus withstanding comparison to similar products and services from other countries.		

1. Position Overview		
9. Financial: N/A	10 Legal: National Quality Policy	
11. Internal Stakeholders <ul style="list-style-type: none"> • Director BPC • Business and Company Regulatory Division • AS/SAS/DS/Secretary <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • To enhance coordination of national quality policy. 	12. External Stakeholders: <ul style="list-style-type: none"> • Government Ministries • KCCI • OAG • NGOs <p>To be referred to Manage</p>	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
i) Business Promotion Center, Quality Promotion Division <ul style="list-style-type: none"> • enhance standards awareness among public service policy-makers, producers, regulators and consumers and encourage systematic use of conformity assessment procedures to improve and demonstrate compliance of products, services, processes, systems, persons or bodies, both in the voluntary and regulatory areas; 	1). Assist to monitor and access the outcomes of actions undertaken for the Implementation of the NQP. 2). Assist in developing divisional annual work plans in line with the national Quality Policy 3). Assist in developing funding proposal to support the coordination of the National Quality Policy 4). Assist in developing briefing notes on issues related to coordination of national quality policy 5). Assist in organizing and conducting meetings related to the coordination of NQP 6). To conduct training and awareness on standards to ensure compliance in market requirements 7). Work in collaboration with NQP tasks force in	1). Periodic Monitoring and Assessment reports on the implementation of NQP. 2). The divisional annual work plan aligned with the NQP 3). Number of projects developed, funded and effectively implemented 4). Number of briefs developed 5). Number of Meetings conducted successfully 6). Number of training and awareness conducted 7). The coordination support on the NQP provided to the Line Islands.

<p>i) Business Promotion Center, Quality Promotion Division</p> <ul style="list-style-type: none"> • enhance standards awareness among public service policy-makers, producers, regulators and consumers and encourage systematic use of conformity assessment procedures to improve and demonstrate compliance of products, services, processes, systems, persons or bodies, both in the voluntary and regulatory areas; 	<ol style="list-style-type: none"> 1). Assist to monitor and access the outcomes of actions undertaken for the Implementation of the NQP. 2). Assist in developing divisional annual work plans in line with the national Quality Policy 3). Assist in developing funding proposal to support the coordination of the National Quality Policy 4). Assist in developing briefing notes on issues related to coordination of national quality policy 5). Assist in organizing and conducting meetings related to the coordination of NQP 6). To conduct training and awareness on standards to ensure compliance in market requirements 7). Work in collaboration with NQP tasks force in Kiribati in the implementation of NQP 8). Liaise with various agencies in developing and coordinating relevant industry standards as recommended in the Quality policy 9). Assist in monitoring and coordinating the national standards for specific sectors or activities 10). Work closely with the Quality Coordination Committee (QCC) to coordinate and monitor the implementation of the NQP. 11. 	<ol style="list-style-type: none"> 1). Periodic Monitoring and Assessment reports on the implementation of NQP. 2). The divisional annual work plan aligned with the NQP 3). Number of projects developed, funded and effectively implemented 4). Number of briefs developed 5) Number of Meetings conducted successfully 6). Number of training and awareness conducted 7). The coordination support on the NQP provided to the Line Islands. 8). Industry standards developed and coordinated. 9). Reports on monitoring and coordination of national standards for specific sectors or activities. 10. Number of supports received from the QCC 11.
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10. Key Challenges

- A key challenge of the post is to facilitate compliance of certain standards in the absence of appropriate equipment / lab for testing.
- Limited skills / knowledge on the new tasks given it is a new developed post
- It might take time to introduce the quality policy and its components for adoption.

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Education: Degree in Economics, Commerce, Business, Management/ Administration, food science and technology, International Business, and other related fields.

Experience: At least 3 years' experience in relevant field especially in working closely with the private sector and producers

Job Training: N/A

Prerequisite: N/A

11.2 Key Attributes (Personal Qualities):

8. Knowledge

- Innovative
- Competent with Microsoft word, Microsoft excel and other Microsoft office and all internet amenities.

9. Skills:

- People management skills
- Fluency in both English and Kiribati language
- Active Listening

10. Attributes

- Ability to respect, leading, motivate and supervise staff (Quality values)
- Reliable and trustworthy.
- Flexible

- Must be punctual, energetic, creative and enthusiastic about work.