

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Tourism ,Commerce, Industry and Cooperatives		
2. Position Title: Copyright Officer (CRO)	3. Salary Level: L11-10/9-7	4. Division: Intellectual Property Division
Reports To: Intellectual Property Officer	5. Direct Reports: Director, Business Regulatory Center	
6. Primary Objective of the Position: Overall administer the efficient system for the grant of titles and rights to holders and creators and owners of Copyright and related rights by commercializing their works, which will further incentive the growth of our creative cultural industries and lead to an enhanced quality of life for our local citizens.		

7. Position Overview:	
8. Financial: Nil	9. Legal: Copyright Ordinance (Cap 16),

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<p>10. Internal Stakeholders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Honorable Minister <input type="checkbox"/> MCIC Secretary <input type="checkbox"/> MCIC Deputy Secretary <input type="checkbox"/> Director BRC <input type="checkbox"/> MCIC Staff <p>To be referred to Managers:</p> <ul style="list-style-type: none"> ● Review to Copyright Ordinance 	<p>11. External Stakeholders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Office of Attorney General (OAG) <input type="checkbox"/> Ministry of Internal Affairs (Cultural Division) <input type="checkbox"/> World Intellectual Property Organization (WIPO) <p>To be referral to Managers:</p> <ul style="list-style-type: none"> ● Consultation meetings held by WIPO Technical Assistant ● Review of administered laws 	
<p>13. KEY ACCOUNTABILITIES<i>(Include linkage to KDP, MOP and Divisional Plan)</i></p> <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

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<p>1. Copyright law Review</p> <p>2. Copyright and related rights holders Database</p> <p>3. Provide Assistance to Copyright holders</p> <p>4. Consultation, Awareness on Copyright and related rights.</p>	<ul style="list-style-type: none"> - Assist in the review of the Copy rights act. - Ensure that the database on Copyright & related rights holders, and users of Copyright works are updated. - Provide advisory service to the owners and users of Copyright works - Provide assistance to copyright holders through the conduct of cultural, literary and other similar events to promote creative works and to enhance appreciation - Provide assistance to copyright holders in the formation of collective administrative societies etc... - assist in the public awareness on Copyright and related right holders - engaging with internal and external stakeholders 	<ul style="list-style-type: none"> - Efficient and teamwork implementation of Copyright Ordinance review, policies developed and old laws are improved. - Regular update recording on database to ensure that all Copyright holders are available. - To be efficient in providing assistance to Copyright and related right holders and also to users of the Copyright works when times needed. - Regular update awareness on Copyright and related rights to Stakeholders and the public in Kiribati, Line and Phoenix Islands.
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<p>5. Copy right complaints</p> <p>6. Incoming copy rights complaints.</p> <p>7. Copy Rights compliance inspection</p> <p>8. Local & International Training and workshops on Copy right.</p>	<ul style="list-style-type: none"> - Regular update of copy rights complaints' database. - Dealing with copy rights complaints, provide appropriate support and advice to address the issue. - Assist in the copy rights inspections to scheduled islands/locations to ensure compliance of the copy rights act. - Complete other task assigned by immediate supervisor - To attend local and International Training and Workshops on Copy Rights 	<ul style="list-style-type: none"> - Regular reports on copy rights complaints information & trends. - Efficient assistance in dealing with incoming complainants and copy right clients. - Regular scheduled and surprise inspection and reports to be provided. - Report submitted after attending training and workshops on copy rights.
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10. Key Challenges	11. Selection Criteria
<p>Coordinate and administrative activities and other task and responsibilities that maybe delegated by his/her Supervisor or Senior Staff to ensure ministry objectives are achieved.</p> <p>Additional working hours may be required to meet deadlines</p>	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree in Business or Commerce, Economic and Law</p> <p>Experience: 2 years of work experience in any related field</p> <p>Prerequisite: N/A</p>

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	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">- English language- Customer service- Computer <p>2. Skills</p> <ul style="list-style-type: none">- Good computing skills with competence in Microsoft word, Excel, database and use of the internet- Fluent in both English and Kiribati Language- Analytical and problem solving- Broad understanding of Kiribati Culture <p>3. Attributes</p> <ul style="list-style-type: none">- Hardworking and committed- Efficient- Effective- Cooperative- Analytical thinking
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