GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. **Ministry:** Ministry of Education	

2. **Position Title:** Deputy Secretary	3. **Salary Level:** L4	4. **Division:** Admin

5. **Reports To:** Secretary	6. **Direct Reports:** Secretary

7. **Primary Objective of the Position:** To ensure that the Ministry enhances and sustains a quality service to all clients and that the MOP objectives are archived within budget so as to contribute to the achievement of Government goals and objectives.

8. Position Overview

9. Financial: Nil	10 Legal: Education Act 2013, Kiribati National Condition of Service, Education Code of Ethics, Customer Service Standard, Financial Procurement Act, ECCE Act 2017
11. Internal Stakeholders: • Staff • Teachers • Teacher Registration Committee (TRC) • Board members To be referred to Manager: • Budget Preparation • MOP preparation and progress report • Posting of registry staff • Personal matters related to NCS • Preparation of Cabinet papers	12. External Stakeholders: • All Ministries • SOEs • KANGO • KCCI • Public (Customers) • EQAP To be referred to Manager • MOP preparation and progress report • Personal matters related to NCS • Budget • HRM framework

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)
- ▪ *KDP/KPA:*
- ▪ *MOP Outcome:*
- ▪ *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

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.

Approved by:	Date of Issue:

Customer Service (Client Service)	1. Provide advice to technical officers of the Ministry of Administration requirements including budget and planning requirements 2. Implement administration for the Ministry to ensure MOP requirements are met through preparation of Cabinet papers, briefings and discussion papers 3. To ensure the customer service delivery is effective and efficient at all levels	Accurate advice is provided within two days of request All Ministry Administration is accurate and completed on time
Strategic Planning and reporting	1. MOP preparation 2. Progress report on achievement of MOP activities 3. Authorise expenditure	Completed and submitted on time Progress reports completed and submitted to NPO on time Vote transfers are actioned as required by Divisions/Vote Managers All PV/LPO actioned within 1 day of receipt in accordance with delegation and financial regulations
Teacher Registration	1. Provide advice and support to the Teacher Registrar (TR) 2. Monitor progress of Teacher Registration activities 3. Ensure data and information on teachers such as performance appraisal, postings, qualifications, disciplines are well shared	Advice and support are provided within two days Timely implementation of Teacher registration activities. Robust monitoring of teacher registration activities
Quality Assurance	1. Provide advice and support to the Quality Assurance Officer (QAO) 2. Monitor progress of Quality Assurance (QA)	Accurate advice and adequate support are provided to QAO within 2 days

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	activities 3. Ensure independence of the Quality Assurance Unit is maintained	Well supported QA activities Robust monitoring of QA activities Quality Assurance Unit independence is maintained.
Public Relation	1. Provide support and advice to the Public Relation Officer (PRO)	Accurate advice conveyed to the PRO
	2. Monitor progress of Public Relation activities	Public Relation activities are well reported and monitored.
	3. Ensure messages and information to be conveyed to the public are quality assured and approved at the Executive level.	Messages and information conveyed to the public are accurate and consistent with MoE's objectives.

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10. Key Challenges	11. Selection Criteria
A key challenge of the post is leading and coordinating administration activities of the Ministry to ensure that technical staff can perform their roles effectively. This may include providing advice to technical staff on administrative matters	**11.1 PQR (Position Qualification Requirement):** **Education:** **Master in Public Administration, Education, Policy Development, Management related fields with 3 years relevant work experience at senior management level or 5 years work experience at middle management level**
	11.2 Key Attributes (Personal Qualities): **Knowledge** - **Customer and personal service** - **Administration and management** - **Personnel and Human resources** **Skills** - **Speaking: talk to others to convey information effectively** - **Active listening** - **Social perceptiveness** - **Monitoring** - **Critical thinking** - **Learning strategies** - **Negotiation** - **Persuasion** **Attributes** - **Efficient** - **Effective** - **Innovative** - **Creative** - **Approachable** - **Cooperative**

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	- **Fair** - **Hardworking and dedicated** - **Sharing** - **Interested in meeting people** - **Ability to work under pressure**

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