

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

1. Ministry: Ministry of Employment & Human Resource	
<b>2. Position Title:</b> Assistant Labour Officer for RSE	<b>3 Salary Level:</b> 13 -12
<b>4 Division:</b> Labour Division	
<b>5 Reports To:</b> Labour Officer (LO), Senior Labour Officer (OE) and Director of Employment	<b>6 Direct Reports:</b> Labour Officer (LO) & Senior Labour Officer (SLO)
<p><b>7 Primary Objective of the Position:</b></p> <p>To support and assist the labour officer, Senior Labour Officer, and Director of Employment in the efficient implementation of the routine duties and responsibilities of the Overseas Employment Division.</p>	
<b>8 Position Overview</b>	
<b>9 Financial:</b> Nil	<b>10 Legal:</b> NZ employment laws, policies.
<p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Director of Labour</li> <li>• Overseas Employment Unit Team at Ministry</li> <li>• Senior Labour Officer (OE)</li> <li>• Labour Officer (OE)</li> <li>• LMIM Staffs</li> </ul> <p><b>To be referred to Manager:</b></p> <ul style="list-style-type: none"> <li>• Requests for Confidential Information</li> <li>• Changes in Divisional work-plan</li> </ul>	<p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Incoming client, customer</li> <li>• Clerk and Mayors</li> <li>• NZ Employers</li> <li>• Government’s Ministries and relevant Institutes</li> </ul> <p><b>To be referred to Manager</b></p> <ul style="list-style-type: none"> <li>• Dealing with complicated Complains</li> <li>• Clerk and Mayors</li> </ul>

*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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	<ul style="list-style-type: none"> <li>• Correspondence with counterparts from RSE employers mostly on booking and financial issues.</li> <li>• Assist workers on information required should they required.</li> <li>• Entering, transcribing, recording, storing, or maintaining information in written or electronic form.</li> <li>• Any other duty assigned by the LO/ ALO of Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Timely communication with employers</li> <li>• Workers served with information</li> <li>• Information is gathered and entered accurately in timely manner</li> </ul>
<p>Communicating with Supervisors, Professionals, Peers, or Subordinates</p> <p>Provide Consultation and Advise to Others</p>	<ul style="list-style-type: none"> <li>• Providing information required by supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> </ul>	<p>All queries responded to or referred Within 48 hours of receipt.</p> <p>Advise should be acted with immediate Effect</p> <p>Clients should be satisfied from Advice</p>
<p>Debriefing with returning workers</p>	<ul style="list-style-type: none"> <li>• Conduct a one-on-one and group debriefing with returning workers</li> </ul>	<p>Information and issues from returning workers are recorded for ways forward</p>

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<b>14. Key Challenges</b>	<b>15. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• To accomplish tasks assigned from time to time</li> <li>• May work extra time hours whenever required, at peak season.</li> <li>• Dealing with Complicated complaints from employees.</li> <li>• Working within tight Schedules.</li> </ul>	<p><b>15.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Form 7</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <p><b>Job Training:</b> On the job training, and/or vocational training.</p>
	<p><b>15.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• General knowledge investigation and research</li> <li>• Computer literacy</li> <li>• General Knowledge on the operation of RSE</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Reporting</li> <li>• Communication skills, good speaking, and writing (Both in English and Kiribati)</li> <li>• Interpersonal skills</li> </ul> <p><b>Attributes:</b></p> <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Stress Tolerance/Patient</li> <li>• Honest</li> <li>• Committed</li> <li>• Flexibility to work after hours when required</li> </ul>

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