

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

- 1. Ministry: ~~Public Services Division~~ **MTCLC**
- 2. Position Title: Office Manager
- 3. Salary Level: L12-11
- 4. Division: Common Cadre, All Ministries
- 5. Reports To: Assistant Secretary or Senior Assistant Secretary
- 6. Direct Reports: Registry Clerks

7. Primary Objective of the Position:
To provide more complex administrative support to supervisors and senior staff in the Ministry.

8. Position Overview

- 9. Financial: NIL
- 10. Legal: NCS

H. Internal Stakeholders:
 - Deputy Secretary
 - Senior Assistant Secretary
 - Assistant Secretary
 - Executive Assistant

I. External Stakeholders:
 - In line Office Managers/ Registry Clerks from all Ministries

To be referred to Manager:
 Establishing and maintaining a filing system, maintaining reference information in database form such as file index and the PF information in database form and bring up to assigned officers.
 Assisting in maintaining leave records and correspondences in a confidential manner.
 Photocopying/Scanning and Typing work if required

To be referred to Manager:
 Draft correspondences and responses to queries for signing by supervisors.
 Allocating of incoming mails to appropriate and bring up to assigned officers.

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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<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
<p>Key Result Area/Major Responsibilities</p> <p>Customer Service (Client Service)</p> <p>Managing records management system</p> <p>Office Administration</p>	<p>Major Activities/Duties</p> <p>Answering of queries related to Ministry portfolio and other related questions that can be immediately answered without reference to Senior Managers. Giving advice on simple and straight forward issues related to NCS</p> <p>Supervision of registry work on records management and to ensure that the work is done in a compliance with the registry Procedures Manual and Records Management policy</p> <p>Administer the Attendance Register</p> <p>Record and bring up to AS for any inconsistency</p>	<p>Performance Measures/Outcomes</p> <p>All queries are dealt with within that day if done by phone or within one day of receipt of complaints</p> <p>To be done everyday</p> <p>Recording of file movement should be done every time the file moves every day.</p> <p>Dealt with every day and every year</p>
<p>14. Key Challenges</p> <p>The post holder is expected to work more hours when and if required and will be dealing with difficult customers. The post holder may be involved in the Ministry social functions such as members of the Social Committee, take part in the singing and dancing competition, part and may other committee that may operate during and outside working hours.</p>		
<p>15. Selection Criteria</p> <p>15.1 PQR (Position Qualification Requirement):</p> <p>Education: University Diploma in Management (rest of requirement is not necessary) OR</p> <p>Form 5 with Cert. in Secretarial (Business)/Supervisory Skills plus 5 years in registry work OR</p> <p>Form 3 with Cert. in Secretarial (Business)/Supervisory Skills plus 5 years in registry work with a pass in English course from any recognized tertiary institution.</p>		

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15.2 Key Attributes (Personal Qualities):

1. Knowledge:

- Knowledge of basic office operations, office courtesy and protocols
- English language
- Computers

2. Skills:

- Should possess good computing skills with competence in Microsoft Word, Excel and Use of the Internet
- Fluency in both English and Kiribati language
- Has the ability to keep records
- Has the ability to draft simple correspondences
- Has the ability to draft and amend simple budgets

3. Attributes

- Active listening
- Efficient & effective
- Innovative
- Hardworking and dedicated

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