


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION


1. Ministry: Ministry of Tourism Commerce, Industry and Cooperatives	
2. Position Title: Senior Business and Companies Registry Officer	3. Salary Level: L6-5
5. Reports To: Secretary, MTCIC	4. Division: Business Registry Division (BRD)
6. Direct Reports: Director of Business Regulatory Center / Deputy Secretary MCIC	
7. Primary Objective of the Position: To implement and ensure that all laws (Companies Ordinance (Cap 10A)); Money Lenders Act 1988 (No.4) and Registration of Business Names Act 1988, Co-operative Societies Ordinance (Cap 14), and Credit Unions Act 1990) administered by the division are effectively implemented, enforced and periodically reviewed and updated to suit circumstances from time to time. Also to ensure the Division work plans are fulfilled accordingly.	

8. Position Overview	
9. Financial: Minimum of 15K to Maximum of 30K	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director of Business Regulatory Center, MCIC • Senior Foreign Investment Promotion Officer • Subordinate staff, Business Regulatory Center, MCIC <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Seek approval and comments on the work plan, staffing, budget, and other required submissions and report progress on assigned outputs/activities • Provide advice on business proposals to be processed through the Foreign Investment Commission, obtain an updated list of approved foreign enterprises and copies of registration certificates, and advice on defaulting foreign enterprises. • Advice on cost-effective strategy to implement assigned 	10. Legal: 10. Legal: Companies Ordinance (Cap 10A), Money Lenders Act 1988 (No.4), Registration of Business Names Act 1988, Co-operative Societies Ordinance (Cap 14) and Credit Unions Act 1990.
12. External Stakeholders: <ul style="list-style-type: none"> • AGs Office • CEO/Clerks to island Councils • MFMRD • MCTTD • Kiribati Police <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Assistance to be provided to the stakeholders • Seek legal advice and assistance relating to relevant legislation (e.g. Companies Ordinance (Cap 10A)); Registration of Business Names Act 1988 and Moneylenders Act 1988) • Provide awareness of legal requirements under the relevant legislation e.g. obligations, penalties for non-compliance, etc • Provide advice on the outcome of screening of new business 	

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.

Approved by: 	Date of Issue:
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GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>tasks, monitor progress, resolve problems, and initiate disciplinary measures for misconduct.</p>	<p>proposals relevant to the domain of responsible licensing authority and to give a green light on local businesses/enterprises to be licensed at the respective island council.</p>
<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>The division is properly managed in accordance with approved work plans and budget allocations</p>	<p>Major Activities/Duties</p> <ul style="list-style-type: none"> • To provide advice to superiors, subordinates, and clients pertinent to business screening requirements in line with the relevant legislation • To prepare progress reports on all activities and programs of the division. • To prepare all action plans and budgets for the division
<p>Screening mechanisms/procedures/processes for all business proposals are in place and effectively implemented</p>	<p>Performance Measures/Outcomes</p> <ul style="list-style-type: none"> • 2016-2019 TARGETS: 60% Increase in Number of New Businesses by 2019 BSSRD • Review of Company Ordinance (Cap 10A), New Company law enacted by 2018. • Number of registered and declined applications. • Number of complaints received from customers on the system.
<p>Business applications of foreign entrepreneurs are properly screened to avoid the by-passing of legal requirements set out under relevant legislation and other government legal instruments.</p>	<ul style="list-style-type: none"> • To assist in ensuring proper monitoring and enforcement actions are implemented in accordance with the relevant legislation. • To carry out a screening process on all business applications from foreign enterprises to determine whether the enterprise should be regarded as a local or foreign and which licensing authorities should deal with such applications. • To develop appropriate strategies and policy advice on regulatory functions and law review and development of relevant legislation
<p>Registration and issuance of business</p>	<ul style="list-style-type: none"> • To develop business monitoring mechanisms to
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<p>Approved by: </p>	<p>Date of Issue:</p>
<p>Number of business inspections</p>	

**GOVERNMENT OF NUNDA 11
POSITION DESCRIPTION**

<p>licenses or permits are properly coordinated between the respective licensing authorities to avoid establishing illegal local and foreign enterprises.</p>	<p>ensure business are complying with relevant registration and licensing requirements at national level</p>	<ul style="list-style-type: none"> • conducted. • Number of business awareness on registration conducted.
<p>Operating businesses/enterprises are properly investigated to ensure compliance with legal requirements in accordance with relevant legislation</p>	<ul style="list-style-type: none"> • To initiate appropriate actions against defaulting, enterprises in line with the relevant legislation 	<ul style="list-style-type: none"> • Number of legal cases lodged with the Police and Court. • Level of compliance achieved. • Number of default businesses.
<p>The Foreign Investment Act, Registration of Business Names Act, and other relevant legislation are effectively enforced and any defaulting enterprises are dealt with in accordance with the legislation</p>	<ul style="list-style-type: none"> • To create and maintain an effective and efficient enforcement of relevant business registration laws at the national level 	<ul style="list-style-type: none"> • Number of court proceedings. • Number of reports submitted to OAG. • Number of enforcement programmes conducted.
<p>The relevant legislation are reviewed and updated whenever necessary</p>	<ul style="list-style-type: none"> • To continuously review and develop relevant business registration laws in collaboration with relevant local and international development partners 	<ul style="list-style-type: none"> • Number of identified gaps and deficiencies in the business registration laws • Number of laws reviewed.
<p>Activities are coordinated on a timely manner</p>	<ul style="list-style-type: none"> • To prepare development projects for the division and ensure that approved projects are executed effectively and efficiently. • To ensure that the division is properly managed 	<ul style="list-style-type: none"> • Number of project proposals and achievement of milestones. • % rate of divisions' productivity.

10. Key Challenges

- Implementation of MCIC's MOP and work plan for the Business Registry Division (BRD), by assisting in creating an effective screening, registry, and regulatory environment for local and foreign businesses and

11. Selection Criteria

11.1 PQR (Position Qualification Requirement): Degree in Law, Economics, Commerce, Accounting, and Business Management or other related fields of diploma graduate in these areas with at least 3 years work experience at Middle management level.

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Date of Issue:

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POSITION DESCRIPTION**

enterprises to ensure compliance with legal requirements in accordance with the Companies Ordinance, Business Names Act and Money Lenders Act.

○ **Key Attributes (Personal Qualities):**

1. Knowledge:

- English language
- Education and training

2. Skills:

- Active listening
- Critical thinking
- Good leadership and managerial skills
- Complex problem solving
- Speaking fluently both English and Kiribati

3. Attributes:

- Must demonstrate quality customer service skills
- Have proficient knowledge in business and commercial law and other related fields
- Possess business analytical and problem-solving skills
- Ability to communicate in English
- Have clean records from the police clearance and previous employments
- Competent with computer software programs especially Micro soft work, Microsoft excel and internet facilities

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