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| 1. **Ministry:** Ministry of Foreign Affairs and Immigration
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| 1. **Position Title:** Desk Officer
 | 1. **Salary Level:** L 11-10/9-7
 | 1. **Division: Multilateral**
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| 1. **Reports To:**  Senior Multilateral Affair Officer (SMAO)
 | 1. **Direct Reports:** Registry Staff, Protocol Officer
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| 1. **Primary Objective of the Position:** To execute activities and functions of the Multilateral Affairs Division, to work under direct supervision of the Senior Multilateral Affairs Officer and Deputy Secretary
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| 1. **Position Overview**
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| **9. Financial:** NA  | 1. **Legal**: Diplomatic Privileges- Vienna Convention Act 1996 (revised 2004)

 : Consular Relations- Vienna Conventions Act 1999 : Foreign Representative- Privileges and Immunities Act 1967 (revised 1995)  : International Organisations- Privileges and Immunities Act 1992  **:** Diplomatic and Consular Officers – Oath and Fees Act (Revised in 1988): Chemical Weapon Act 2005 : Passport act : Immigration ordinance : Citizenship act |
| 11. Internal Stakeholders:* Registry Staff
* SMAO
* Senior Assistant Secretary
* Deputy Secretary
* Secretary

To be referred to Manager:* Daily brief on countries related in the Multilateral affairs region
* Seeking advice on issues related to the division (to SMAO, SAS)
* Seek policy advice related to issues related to the division in cases where either SMAO or DS is not available. (to Secretary/ DS)
 | 12. External Stakeholders:* Overseas Mission
* National regional and international forums
* Local Missions
* Multilateral affairs missions

To be referred to Manager* Consultation on improving and developing relationship with countries and organisations in the Multilateral Affairs region.
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| **13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)**** ***KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance***
* ***MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1***
* ***Divisional/Departmental/Unit Plan:***
 |
| **Key Result Area/Major Responsibilities** | **Major Activities/Duties** | **Performance Measures/Outcomes** |
| Multilateral Affairs Area | Updating briefs on Countries and Organisation related in the division. | Timely, quality and reliable brief’s ready upon request (comply with deadlines) |
|  | Providing information related to Countries and Organisation related in the division | Timely information provided upon request |
|  | Coordinating activities related to Countries and Organisation related in the division | Well organised programs with outstanding customers service when serving official quests. |
|  | Searching for information related to the division | Timely, quality and reliable information available within the time frame |
|  | Mingling around diplomatically with Government officials as well as Officials from other Countries or Organisations especially those related to the division (Part of duties in strengthening diplomatic relationships)  | Good connections with key contacts from other organisations. |
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| **14. Key Challenges** | **14. Selection Criteria** |
| * Providing quality and reliable information and brief
* Keep up with the tight schedules and deadlines
* Keep up with news updates around the globe.
 | **14.1 PQR (Position Qualification Requirement):****Education:** A Bachelor Degree in International Relations/ Diplomacy or Management or other related fields. |
| **14.2 Key Attributes (Personal Qualities):****Knowledge*** Proficient in both written and spoken of Kiribati and English
* Ability to handle pressure
* Ability to handle high level audience
* Knowledge of the Kiribati Customs and Traditions
* Customer and Personal Service
* Administration and Management
* Excellent in computing skills
* Clerical

**Skills*** Active Listening
* Critical thinking
* Speaking
* Reading Comprehension
* Social Perceptiveness
* Time management

**Attributes*** Strong Analytical thinking
* Ambitious
* Teamwork/ Helpful
* Creative
* Hard- working
* Self-confident
* Responsible
* Resourceful
* Patient
* Punctual
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