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| 1. **Ministry:** Ministry of Foreign Affairs and Immigration | | | | | | | |
| 1. **Position Title:** Desk Officer | | 1. **Salary Level:** L 11-10/9-7 | | | 1. **Division: Multilateral** | | |
| 1. **Reports To:**  Senior Multilateral Affair Officer (SMAO) | | 1. **Direct Reports:** Registry Staff, Protocol Officer | | | | | |
| 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 | | | | | | | |
| 1. **Position Overview** | | | | | | | | |
| **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. | | | | | |
| **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 | | |