

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>1. Ministry: Public Service Office (PSO)</p>		
<p>2. Position Title: Director</p>	<p>3. Salary Level: Level 4</p>	<p>4. Division: Public Service Integrity and Corruption Control</p>
<p>5. Reports To: Secretary</p>	<p>6. Direct Reports:</p>	
<p>7. Primary Objective of the Position: The Director is responsible for providing high-level strategic guidance and governance support to the Government, National Anti-Corruption Committee, and other key stakeholders. The position promotes and maintains system wide Integrity capability that promotes and supports contemporary and best practice integrity governance across the public service.</p>		
<p>8. Position Overview</p>		
<p>9. Financial: \$50 000.00</p>		
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> ▪ Secretary ▪ Admin staffs (DS, SAS and AS) ▪ Head of Departments within PSO (HODs) ▪ PSO Staffs 	<p>10. Legal: Public Service Performance Management Act</p>	
<p>To be referred to Manager:</p> <ul style="list-style-type: none"> ▪ Any other relevant matters Secretary needs to be informed of which require his/her decisions. 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> ▪ Customers ▪ Government Ministries ▪ National Anti-Corruption Committee ▪ Leadership Commission ▪ Kiribati Audit Office ▪ Office of the Attorney General ▪ Kiribati Police Service ▪ Island Councils ▪ International partners (UNODC, UNDP etc...) ▪ Regional and Local Partners (Australia, New Zealand etc...) 	
<p>To be referred to Manager:</p> <ul style="list-style-type: none"> ▪ Any other relevant matters Secretary needs to be informed of which require his/her decisions. 		

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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>1. Overseeing the overall administration/operation of the division</p>	<ul style="list-style-type: none"> • Ensuring that divisional staffs respect and comply with provisions of the NCS. • Managing that divisional staffs execute their activities according to the divisional and workplan of the Ministry (PSO), KDP, KV-20 etc.... so, as they all contribute to building a culture of integrity in the public Service. • Efficient and effective coordinating and monitoring of integrity programs and other corrupt related matters. • Manage projects of the division. 	<ul style="list-style-type: none"> • High level of compliance to the NCS and other relevant policies and legislations • Public service delivery improved. • Integrity programs well-coordinated.
<p>2. Management of alleged corruption and complaints</p>	<ul style="list-style-type: none"> • Receive, assess and make recommendations on all corruptive actions, unethical conducts, and violation of code of ethics (as per the PSPM Act and NCS provisions). 	<ul style="list-style-type: none"> • Complaints are attended and settled in a professional protocol.
<p>3. PSICC Divisional budget</p>	<ul style="list-style-type: none"> • Develop budget in line with PSO strategic plan and in consultation with divisional staffs and account section. • Monitor and assess the use of budget 	<ul style="list-style-type: none"> • Financial, operational and capital plans are implemented as per the divisional plan and KDP. • Accountability in budget is enforced.


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		<ul style="list-style-type: none"> Budget monitoring leads to corrective action and improvement.
<p>4. Management and Data Analytics of corruption datasets.</p>	<ul style="list-style-type: none"> Analyze and evaluate corruption data to identify corruption risk factors, corruption red flags and loopholes in the system that require improvement. Recommend valuable insights and practical improvements to the anti-corruption programs. 	<ul style="list-style-type: none"> Areas of high corruption risks identified. Preventive measures and controls designed to mitigate these risks
<p>5. Policy Development</p>	<ul style="list-style-type: none"> Develop relevant anti-corruption policies that shape the national interest and reflect consistently on anti-corruption control programs in the public service. Draft policy in consultation with key stakeholders. 	<ul style="list-style-type: none"> Anti-corruption policies developed. Number of corruptions regulated due to the implementation of new policies.
<p>6. Implementation Review Mechanism of the UNCAC</p>	<ul style="list-style-type: none"> Conduct self-assessment exercise to validate Kiribati compliance against principles of the UNCAC. Partaking in the international peer to peer review exercise - reviewing other member states of the UNCAC. 	<ul style="list-style-type: none"> Member state (Kiribati) is assisted in implementing the UNCAC. Specific needs for technical assistance identified and substantiated. Exchange of information, practices and experiences gained.
<p>7. Enforcement of the Public Service Performance Management Act 2022. (Part 6 of the Act)</p>	<ul style="list-style-type: none"> Administer and enforce Part VI of the Public Service Performance Management Act. 	<ul style="list-style-type: none"> Number of corruption cases investigated and taken up to PSC for consideration and settlement.

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<p>8. Promotion of Kiribati Anti-Corruption Agenda regionally and internationally.</p>	<ul style="list-style-type: none"> Actively advocate Kiribati Anti-Corruption Agenda during the UNCAC COSP meetings and in any other anti-corruption global meetings. 	<ul style="list-style-type: none"> Kiribati anti-corruption agenda and its strong commitment in the fight against corruption globally advocated.
<p>9. Secretariat to the National Anti-Corruption Committee</p>	<ul style="list-style-type: none"> Provide technical advice, guidance and secretariat roles to the National Anti-Corruption Committee. 	<ul style="list-style-type: none"> Technical guidance and advice provided to key stakeholders in a timely manner. Meeting papers are readily available prior meeting convenes.

10. Key Challenges

- Insufficient budget for ad hoc and yet imperative divisional activities.
- Work exceeding normal working hours to attend urgent and priority matters.
- Changing the mindset of civil servants to promote culture of ethical behavior.
- Political influence and interference

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):


Education:

- Master's degree in Governance, Political Science, Public Policy and Management and Public Administration

Experience:

- At least five years' experience at a senior management level, including management responsibilities with at least proven technical experience in anti-corruption matters.
- Excellent knowledge of the international framework for fighting corruption including UNCAC, criminal law or other international standards relevant to the fight against corruption

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- Experience in the implementation of policies related to the work of the Division would be a desirable addition to the strategic, analytical, and management competencies.

11.2 Key Attributes (Personal Qualities):

Knowledge and skills

- Management of alleged corruption
- Corruption risk management
- Governance situational analysis
- Corruption investigation
- Well-versed with provisions of the UNCAC
- Data analytic skills
- Computer literacy skills.

Personal qualities

- Analytical thinking
- Must be of high integrity and possess the ability to communicate with diverse personalities.
- Valuing honesty and openness.
- Innovative, creative, and approachable.

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