


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Public Service Office	3. Salary Level: 6	4. Division: HRMC
2. Position Title: Senior Human Resource Officer	6. Direct Reports: HRO & Snr Asst. HRO	
<p>1. Primary Objective of the Position: To develop, manage & evaluate HRD (Human Resource Development) programs/policies/initiatives to ensure a that the public service workforce has the necessary competencies or has the right knowledge, skills & capabilities to perform their duties and also to ensure that there's available skills for current & future needs.</p>		
<p>2. Position Overview</p>		
<p>9. Financial: NA</p>		
<p>10. Legal: NA</p>		
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> i. Secretary ii. Director, HRMC iii. Admin team iv. Accounts team 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> i. HROs and Admin officers from all ministries/across the public service. ii. HR managers of SOE, KCCI and KANGO. iii. Donors/Development partners iv. HRPC members 	
<p>13. To be referred to Manager:</p> <ul style="list-style-type: none"> i. Activities that involve budget. ii. Other tasks/assistance from external stakeholders that affect work plan timeline and involve cost. iii. New HRD initiatives prior implementation iv. Changes to be made to the workplan/activities v. HRD matters not covered under the HRD policy 	<p>14. Without Referral to Manager</p> <ul style="list-style-type: none"> i. Implementing approved workplan activities for the unit. ii. Leadership & management of team/unit iii. Drafting of briefings for HRPC meetings iv. Policy advice based on the HRD policy 	
<p>15. 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: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes


This 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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i. Skill gap analysis	<ul style="list-style-type: none"> • Manage a skill gap survey exercise across all Ministries • Conduct skill gap analysis to identify critical skill gaps for each Ministry & critical sectors for immediate attention • Use the analysis outcome as basis for development of the HRD strategy on how to address identified skill gaps. 	<ul style="list-style-type: none"> • Skill gap analysis outcome report submitted to Director, Sec & the HRPC • Skill gaps identified endorsed to form basis of the HRD strategy
ii. HRD Strategy	<ul style="list-style-type: none"> • Develop a 3-4-year HRD Strategy for the public service to address the different types of skill gaps existing within the public service. • Develop/Review & implement a monitoring & evaluation mechanism for all HRD strategies/activities • Provide quarterly progress reports 	<ul style="list-style-type: none"> • HRD Strategy approved & implemented
iii. Talent Management	<ul style="list-style-type: none"> • Develop initiatives to attract, retain & nurture talents within the public service, in particular those critical talents. 	<ul style="list-style-type: none"> • Talent management initiatives developed, approved & implemented
iv. Manage the In-service Application process	<ul style="list-style-type: none"> • Manage in-service application advertisement • Conduct refresher workshops with Ministries, SOEs, KCCI & KANGO on their parts and the in-service application process • Provide advice on matters related to the in-service application in line with the HRD policy. • Coordinate digitization of the In-service application, that is shift to online application. • Prepare required briefings for the HRPC for In-service selections 	<ul style="list-style-type: none"> • In-service advertised on necessary media platforms • Refresher workshops conducted • In-service online application approved & implemented • Required briefings drafted in prep for HRPC selection.
v. HRD Policy	<ul style="list-style-type: none"> • Manage implementation of the HRD policy & provide advice. • Continuously Improve the HRD policy by initiating/drafting HRD policy changes based on gaps identified and/or to introduce credible HRD best practices based on evidence-based research. 	<ul style="list-style-type: none"> • New/improved HRD policy/practices/changes introduced and approved.


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<p>v. Manage support for Work Permit Requests for public service TAs</p>	<ul style="list-style-type: none"> Oversee the Work Permit requests from Ministries/SOLs Oversee management of the Work Permit database for future analysis Analyze qualifications of TAs/Expats required in line with the existing/available skills/qualifications locally Develop templates to continuously improve the work permit request process and data collection Provide a quarterly report focusing on the analysis of incoming work permit reports Initiate policy changes/developments where necessary to improve future overseas TA engagements with government in line with local/available qualification/skills. 	<ul style="list-style-type: none"> Quarterly analysis reports submitted New templates/policies improved/introduced approved & implemented Work permit data is maintained & updated.
<p>vi. HRD Database</p>	<ul style="list-style-type: none"> Coordinate development of an HRD database 	<ul style="list-style-type: none"> HRD database developed & implemented
<p>vii. Leadership & Management of HRD team</p>	<ul style="list-style-type: none"> Effectively lead & manage HRD team so as to have the team motivated to complete the Unit's goals/workplan and ensure maximum performance. Encourage teamwork & build positive team spirit Manage team's poor attendance & performance and encourage/recognize high standard of performance 	<ul style="list-style-type: none"> Team work within the HRD unit Goals/targets achieved High standard of performance & team spirit with the team.
<p>16. Key Challenges</p> <ul style="list-style-type: none"> Managing grievances from applicants after In-service Scholarship Selection To be flexible where necessary to change or when new urgent/critical priorities emerge. Working beyond HRD Unit level for new urgent assignments where required – eg. at a divisional or Ministry level or HR network level. Ability to work outside working hours where appropriate at peak seasons – eg. In-service application selections, other new urgent assignments <p>17. Selection Criteria</p> <p>17.1 PC/R (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> Degree qualification in HRM/Management & Public Admin/Sociology/Psychology with 3 years post degree work experience in Middle Management. Experience should be in the fields of HRM/Management & Public Admin/Sociology/Psychology or relevant. A post graduate qualification (HRM/Management) is an added advantage. 		

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- Travel locally or overseas to attend meetings/workshops when required
- Ability to work according to protocols (eg. working from home etc.) such as during pandemics or other natural disasters etc.)
- Forming partnerships and developing networks with Training providers both locally and abroad.

Experience:

- A 3 years post degree work experience in middle management in the fields of HRM/Management & Public Admin/Psychology/Sociology or relevant.

Job Training: HRM/Management/Public Admin/leadership/Project Management/

17.2 Key Attributes (Personal Qualities):

Knowledge.

- Human Resource Management
- Human Resource Development
- Research and analytical skills.
- Ability to listen and solve others problem.
- Leadership & Management
- HRM framework
- Strategic planning/development, monitoring & evaluation

Skills:

- Very Good English skills – both written and spoken
- Critical thinking & Analytical
- Excellent interpersonal skill, negotiation, and conflict resolution skills.
- Teambuilding skills
- Competent in Microsoft Office and presentation tools
- Ability to express ideas to an audience clearly – presentations etc.
- Ability to prioritize task and delegate them when appropriate.
- Ability to form healthy working relationship with people at any level.
- Very good organizing skills
- Excellent customer service skills both internal & external and at all levels

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Attributes:

- Honest & integrity
- Flexible & adaptable
- Ability to empathize with customers, team members or colleagues
- Patient
- Respects others
- Leads by example
- Team player
- Confident

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