


**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Tourism, Commerce, Industry and Cooperatives	
<b>2. Position Title:</b> <i>Senior Officer – Research &amp; Statistics</i>	<b>4. Division:</b> Tourism Authority of Kiribati
<b>3. Salary Level:</b> L 6	
<b>5. Reports To:</b> Chief Executive Officer (CEO)	<b>6. Direct Reports:</b> Deputy CEO
<b>7. Primary Objective of the Position:</b> to analyze, evaluate and report tourism statistics and research information for use in planning, marketing and management of tourism in Kiribati.	

<b>8. Position Overview</b>	
<b>9. Financial:</b> N/A	10 Legal: NCS, TAK Development Strategy SPTO, PRTCB, TAK Tourism and Hospitality Workforce Development Plan.
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>CEO, DCEO and All Division Heads</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>Analysis and Evaluation of Tourism Statistics data.</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>Government ministries/departments (NSO, Immigration Office Kiribati, Kiribati Custom Service</li> <li>Regional and internal tourism organizations – SPTO, UNWTO</li> </ul> To be referred to Manager: Provide reports on collected and compiled Tourism Data for further analysis and reports.
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	
<ul style="list-style-type: none"> <li>KDP/KPA:</li> <li>MOP Outcome:</li> <li>Divisional/Departmental/Unit Plan:</li> </ul>	
<b>Key Result Area/Major Responsibilities</b>	<b>Performance Measures/Outcomes</b>
Formulation, updating and maintenance of Tourism database	For future reports on Tourism in Kiribati.
<b>Major Activities/Duties</b>	
Make sure Tourism statistics database updated and well-maintained.	


*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: 28/02/24

Update, maintain and report of Statistical collection around participation, attainment and performance of data.	<ul style="list-style-type: none"> <li>- Make sure collection of Tourism statistics are achieved.</li> <li>- Reported performance of data for participation and decision making process.</li> <li>- Tourism statistics collected should be reported and presented either quarterly or annually to see performance of data.</li> </ul>	Tourism reports on Tourism data to be provided for participation, planning and decision making process. All tourism statistics data collected prepared and presented as reports.
Prepare and present accurate and comprehensive Tourism statistical reports	<ul style="list-style-type: none"> <li>- Responsible to review methodologies for better evaluation and maintain reports on Tourism data.</li> </ul>	Review methods that will in line with SPTO and UNWTO advanced methodologies.
Dealing with South Pacific Tourism organization (SPTO) and united Nations of World Tourism Organizations (UNWTO) statistical submission.	<ul style="list-style-type: none"> <li>- Make sure Tourism statistics data needed from SPTO and UNWTO submitted in a timely manner.</li> </ul>	VA statistics submitted quarterly and annually.
Coordinated, controls and provides Tourism data when needed	<ul style="list-style-type: none"> <li>- Responsible to safeguard all Tourism Statistics data</li> <li>- Provide accurate and efficient data when needed</li> </ul>	To control all Tourism Statistics data and to share efficiently when necessarily needed.
Dealing with Kiribati Tourism Surveys	<ul style="list-style-type: none"> <li>- Conduct researches and surveys for collection of information and data for Tourism products and services</li> </ul>	Tourism researches and surveys to be conducted for marketing and promotional planning of Tourism products and services.
Participation in international, regional and local seminars, workshop and meetings	<ul style="list-style-type: none"> <li>- Required to attend all Tourism statistics meetings, workshops and seminars conducted within and outside Kiribati.</li> </ul>	All Tourism statistics meetings, workshops and seminars conducted locally, internationally and in the region attended.


<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• The post holder is expected to provide a consistent and efficient data for TAK, government and international organizations to use it in their reports and analysis that will assist in the development of Kiribati as a Tourism destination. She/He is</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Tourism and or Economics</li> </ul>	<b>11.1 PQR (Position Qualification Requirement):</b> <b>Education:</b>

*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: 28/02/24

<p>also expected to work closely with Government, Regional and international organizations to acquire financial and technical supports on the data analysis reports and marketing of Kiribati as a Tourism destination in the region.</p>	<ul style="list-style-type: none"> <li>● <b>Experience:</b> At least 3 years of relevant experience in research and statistics <b>Job Training:</b></li> </ul> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"> <li>1. <b>Knowledge:</b> Fluent in English and Kiribati language and must have Knowledge in SPSS, infographics and other research &amp; statistics software is essential</li> <li>2. <b>Skills:</b> Must have excellent skills in in MS Excel, MS Access, analysis and writing skills.</li> <li>3. <b>Attributes:</b> able to improve the capacity of Junior peers within the division, have excellent customer service, supporting and contributing member of a team and must be willing to work after working hours</li> </ol>
---	--

*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: 28/02/24
--	-------------------------