

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

**Ministry:** Women, Youth and Social Welfare

**Position Title:** Welfare Officers

**1. Salary Level:** L13-12/11-10

**2. Division:** Social Welfare

**3. Reports To:** Principal Social Welfare Officer.

**4. Direct Reports:** Administrative/Social Welfare Officers

**Primary Objective of the Position:** To address the Social Welfare and Counseling Unit program in handling social welfare cases such as referral case – works, social counseling, rehabilitative and probation programmes etc.

To provide assistance in the execution of Welfare Policy and Act, formulation of necessary policies.

To Provide essential social services and measures to control implications of Social Problems

**5. Position Overview**

**9. Financial:** \$

**10. Legal:**

**11. Internal Stakeholders:**

- NGO Unit (Community)
- Youth Division
- Disability Unit
- Women Development Unit
- Sports Division

**Without referred to Manager:**


The post holder is given the responsibility of making decisions when given the higher acting position of the Senior Welfare Officer.

**12. External Stakeholders:**

- Development Partners
- Mayors, Island Clerks and ASWO
- Key Line Ministries
- Donors Agencies & Development partners (AusAid DFAT, Scope
- AG's Office, OPL, MOE, MHMS
- Communities & NGOs
- KNOC

**To be referred to Manager:**

*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: 1

**POSITION DESCRIPTION**

<p>Decide on cases in line with case management procedures.</p>	<p>Approval of programs developed and with costing involved. Sensitive and/or complicated cases which need to be dealt with by higher authorities and advice.</p>	
<p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP and Motinnano)</b></p> <ul style="list-style-type: none"> <li>▪ KPA 2 Outcome 1: Increased sustainable economic and improved standard living of I-Kinbati people</li> <li>▪ MOTINNANO 9 Public Sector : Youth Empowerment to decent work</li> <li>▪ KPA 2: Inclusive Economic Growth and Poverty Reduction</li> <li>▪ Divisional/Departmental/Unit Plan;</li> </ul>		
<p><b>Key Result Area/Major Responsibilities</b></p>	<p><b>Major Activities/Duties</b></p>	<p><b>Performance Measures/Outcomes</b></p>
<p>Effective Communication Skills</p>	<ul style="list-style-type: none"> <li>• To prepare and disseminate required messages to the public through awareness, workshops, and media which will assist in minimizing social problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities are conducted within a timeframe.</li> </ul>
<p>Proper Coordination</p>	<ul style="list-style-type: none"> <li>• To coordinate relevant programs such as Rehabilitation, Probation, Juvenile Justice/Child protection and Counseling programs of Social Welfare Division and to actively</li> </ul>	<ul style="list-style-type: none"> <li>• Programs are properly coordinated and reported on a quarterly basis.</li> </ul>

*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: \_\_\_\_\_

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

	<p>support other Ministries' programs in which the Ministry is a party to.</p>	
<p>Cooperation</p>	<ul style="list-style-type: none"> <li>To work closely with relevant stakeholders in implementing programs and activities of the Ministry and to provide technical support to other Ministries whenever required.</li> <li>To carry out duties delegated from the Principal Social Welfare Officer and Senior Social Welfare Officer and Social Benefit Coordinator from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>Attending and reporting on meetings attended and duties are carried out on a timely manner</li> </ul>
<p>Customer Service.</p>	<ul style="list-style-type: none"> <li>To assist incoming and oppressed clients on South Tarawa and complicated cases referred to them by Administrative/Social Welfare Officers which needs higher or senior level advice and assistance.</li> <li>To provide support required from outer islands by Administrative/Social Welfare Officers.</li> </ul>	<ul style="list-style-type: none"> <li>Less complaints raised to the office from the public and clients are served satisfactorily.</li> </ul>
<p>Initiatives</p>	<ul style="list-style-type: none"> <li>To be proactive in developing Rehabilitation, Probation,</li> </ul>	<ul style="list-style-type: none"> <li>Programs are developed and submitted to Principal Social Welfare Officer for approval.</li> </ul>

*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: \_\_\_\_\_

	<p>Counseling, Juvenile Justice, Child Protection and Domestic Violence programs which are critical in solving and preventing Social issues which requires community outreach.</p> <ul style="list-style-type: none"> <li>Develop, facilitate and monitor all aspects of case management.</li> </ul>	<ul style="list-style-type: none"> <li>Data base established with records of all cases, electronically and manually, quarterly returns.</li> </ul>
<p><b>15. Selection Criteria: PQR</b></p>		
<p><b>14. Key Challenges</b></p> <p>Dealing/Solving Cases which are complicated, working with dangerous and violent clients/respondents resulting in being stressful and emotionally disturbing.</p>	<p><b>Qualification and experience:</b></p> <p>Diploma in the following fields, Community Health Services/Commonwealth Youth Development, Sociology and Management with at least 5 years work Experience in the Field</p> <p>OR</p> <p>Form 7 Certificate with 5 years' work experience in Commonwealth Youth Development, Community Health.</p> <p><b>Key attributes:</b></p>	

*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: \_\_\_\_\_

\_\_\_\_\_ Date of Issue: \_\_\_\_\_

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

Effective Counseling skills, fluent in both English and Kiribati, effective communication skills, patient, flexible and be abided by counselor's code of ethics.

*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: