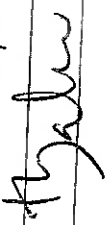


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Ministry: Women, Youth and Social Welfare		
1. Position Title: Youth Officer	2. Salary Level: L13-12/11-10	3. Division: Youth Division
4. Reports To: Social Benefit Coordinator		
5. Direct Reports: Registered Secondary Schools, Applicants		
Primary Objective of the Position: To reinforce the capacity of Young People to achieve a better quality of life, socially, physically, economically and spiritually.		
6. Position Overview		
9. Financial: \$		
11. Internal Stakeholders: <ul style="list-style-type: none"> • NGO Unit (Community) • Youth Division • Disability Unit • Women Development Unit • Sports Division <p>Without referred to Manager:</p> <ul style="list-style-type: none"> • Implementing the programmes for youth <ul style="list-style-type: none"> • Conduct Youth meetings • Strengthen Youth associations • Attend youth issues depending on urgent cases • Monitor Youth Activities • Make sure the activities in line with the divisional work plan. • Perform other Duties as Directed from Director or senior Officer when needed • Develop database for Youth Issues and development. 	10. Legal:	12. External Stakeholders: <ul style="list-style-type: none"> • 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 <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • For budget, urgent issues, matters outside policy, issues that are beyond the post holders JD, political issues.

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: 27/07/2017

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<ul style="list-style-type: none"> The Post Holder should have and practice the ability and skill on time management, financial management, behavioral management and others 	<p>13. KEY ACCOUNTABILITIES (Include linkage to LDP and Motinnano)</p> <ul style="list-style-type: none"> KPA 2 Outcome 1: Increased sustainable economic and improved standard living of I-Kiribati people <ul style="list-style-type: none"> MOTINNANO 9 Public Sector : Youth Empowerment to decent work KPA 2: Inclusive Economic Growth and Poverty Reduction <ul style="list-style-type: none"> Divisional/Departmental/Unit Plan: 	
<p>Key Result Area/Major Responsibilities</p>	<p>Major Activities/Duties</p>	<p>Performance Measures/Outcomes</p>
<p>Assist to ensure efficient Youth Development Planning</p>	<ul style="list-style-type: none"> Initiate relevant programmes concerning Youth Issues to upgrade life of Youth in Kiribati. 	<ul style="list-style-type: none"> % of Youth aware and participate in such programmes created by the post holder
<p>Efficient management and implementation of funds</p>	<ul style="list-style-type: none"> seek projects funding 	<ul style="list-style-type: none"> % of fund received and implemented by the Post holder
<p>Active Youth associations on all Islands</p>	<ul style="list-style-type: none"> The Post holder should deal with selected Islands for implementation and monitoring programmes. 	<ul style="list-style-type: none"> % of active Islands youth associations under the post holders care
<p>Written work plan</p>	<ul style="list-style-type: none"> Create a quarterly work plan in line with youth division strategic plan 	<ul style="list-style-type: none"> Completion and submission of a copy of the work plan to the office
<p>Report Writing</p>	<ul style="list-style-type: none"> Write quarterly reports according to work plan 	<ul style="list-style-type: none"> Submission of reports on time
<p>Conducting Workshops</p>	<ul style="list-style-type: none"> Organize, Assist and facilitate training workshops held by stakeholders and partners where the division involves, locally and overseas. 	<ul style="list-style-type: none"> % of trainings according to work plan
<p>Outreach to Outer islands</p>	<ul style="list-style-type: none"> Outreach to outer Islands to strengthen Youth associations 	<ul style="list-style-type: none"> % of how much a division or post holder able to collaborate and conduct such workshops and work with partners

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>Co operation</p>	<ul style="list-style-type: none"> • Work closely with churches, NGOs, Government leaders clerks, ASWOs, and others • To have good understanding on good customer service, communication skills on phone and others. • To be flexible to absorb inputs from other ministries and others and liaise with them only when necessary for the development of Youth in Kiribati. • Produce Media programmes for Youth Division 	<ul style="list-style-type: none"> • % of islands visited according to work plan • % of how much the division or post holder work closely with NGOs
<p>14. Key Challenges</p>		
<ul style="list-style-type: none"> • The Post holder should work closely with the senior officers in matters arise beyond his/her capacity. Such as conflicts between churches, stakeholders, youth associations, councils, conflicts in meetings or any urgent issue happen. • The Post holder should be pro active in creating or organizing programmes and trainings that will help to prevent conflicts rather than solving problems. • The target point for coordinating and achieving set goals for a division or the post holder is by the end of 2016. • Able to work after working hours when needed. 		
<p>15. Selection Criteria</p>		
<p><u>Qualifications and experience:</u></p>		
<p>Diploma + 3 years of experience in Youth work, Social Work, Community and other equivalent areas.</p>		
<p><u>Key attributes:</u></p>		
<p>Should be patient, Computer literate, flexible</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: _____