

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Public Service Commission			
2. Position Title: Office Manager	3. Salary Level: 12-11	4. Division: PSC	
5. Reports To Assistant Secretary or Senior Assistant Secretary.	6. Direct Reports: Supervisor		
7. Primary Objective of the Position: To provide more complex administrative support to supervisors and senior staff in the Ministry.			

8. DECISION-MAKING AUTHORITY (only to be completed by decision-making positions)		
Decision Making Authority	Key Contacts/Position	Frequency and Purpose
8.1 Without Referral to Office Manager:		
8.2 After consultation with Office Manager or others:		
8.3 Referred to Office Manager: <ul style="list-style-type: none"> - Establishing and maintaining a filing system, maintaining reference information in the database from such a file index and the PF information in database form and bringing up to assigned officers. - Assisting in maintaining leave records and 		


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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<p>correspondences in a confidential manner.</p> <ul style="list-style-type: none"> - Allocating incoming mails to appropriate and bring up to assigned officers. 		
<p>9. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ <i>KDP/KPA</i> ▪ <i>MOP Outcome</i> ▪ <i>Divisional/Departmental/Unit Plans</i> 		
<p>Key Result Area/Major Responsibilities</p>	<p align="center">Major Activities/Duties</p>	<p align="center">Performance Measures/Outcomes</p>
<p>Customer Service (Client Service)</p>	<p>Answering queries related to the Ministry portfolio and other related questions that can be immediately answered without reference to Senior Managers. Giving advice on simple and straightforward issues associated with NCS.</p>	<p>All queries are dealt with within that day if done by phone or within one day of receipt of complaints</p>
<p>Managing records management system</p>	<p>Supervise of registry work on records management and ensure that the work is done in compliance with the registry Procedures Manual and Records Management policy.</p>	<p>To be done every day.</p>
<p>Office Administration</p>	<p>Administer the Attendance Register Record and bring up to SAS for any inconsistency</p>	<p>Recording of file movement should be done every time the file moves every day. Dealt with every day and every year.</p>
<p>Allocation of Posts with PSC Commissioners</p>	<p>Assisting Commissioners in allocating post events such as prep meetings, tests, and interview requests from all ministries from time to time.</p>	<p>Seek Commissioner's availability from day to day. Photocopying documents needed for all events.</p>

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Keep a recording of all post-event for Commissioners' Allowances	Assisting PSC Commission in providing supporting documents for processing of PV to MFED by Account Officer for their allowance payments.	To be paid to PSC Commission straight after the PSC Meetings.
Keep & updating a recording of the Confidential Personal File	To ensure that all Confidential Personal Files are well kept and updated as well for future reference needed from time to time.	To be done frequently.

10. Key Challenges		
The post holder is expected to work more hours when and if required and will be dealing with difficult customers. The post holder may be involved in the Ministry's social functions such as members of the Social Committee, taking part in the singing and dancing competition, part and may other committees that may operate during and outside working hours.		
11. Selection Criteria		
11.1 PQR (Position Qualification Requirement): Education: University Diploma in Management (rest of the requirement is not necessary) OR Form 5 with Certificate in Secretarial (Business, Supervisory Skills plus 5 years in Registry work) OR Form 3 with Certificate in Secretarial (Business, Supervisory Skills plus 5 years in Registry work with a pass in English Course from any recognized tertiary institution.		
11.2 Key Attributes (Personal Qualities):		
1. Knowledge: <ul style="list-style-type: none"> - Knowledge of basic office operations, office courtesy and protocols. - English language - Computers 		
2. Skills: <ul style="list-style-type: none"> - Should possess good computing skills with competence in Microsoft Word, Excel and Use of the Internet. - Fluency in both English and Kiribati language. - Has the ability to keep records. 		

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	<ul style="list-style-type: none">- Has the ability to draft sample correspondences.- Has the ability to draft and amend simple budgets. <p>3. Attributes</p> <ul style="list-style-type: none">- Active listening- Efficient & Effective- Innovative- Hardworking and dedicated
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