

GOVERNMENT OF KIRIBATI  
Position Description

<b>Position Title:</b> Senior Assistant Secretary	<b>Division:</b> Administration, All Ministries	
<b>Salary Level:</b> L6-5	<b>Direct Reports:</b> AS	
<b>Reports To:</b> Secretary		
<b>Primary Objective</b> To ensure that the ministry enhances and sustains a quality service to all clients and that the MOP objectives are achieved within budget allocations in order to contribute to the achievement of Government goals and objectives		
<b>Decision Making Authority</b> Nil	<b>Key Contacts</b>	<b>Frequency and purpose</b>
Without referral to manager Letters on straight forward personnel issues Implementation of NCS conditions Allocation of Ministry transport	Technical Directors within the Ministry	Three times a day to consult on administrative or HR matters related to their areas
After consultation with managers or others Budget preparation MOP progress report and project reports Cabinet paper	HRMC (PSO)	Follow up on training matters, submission of training project proposals
Referred to manager or others Budget MOP and Progress report Training proposals for Ministry staff	NEPO(MFED)	Twice a year on budgeting and project proposals

Key Accountabilities		Performance measures
Key result area	Major activities	
Ministry Administration	Allocation of resources (transport, computers) Monitoring of ministry recurrent budget Preparation of MOP progress reports Answer staff queries on entitlements and	Budget reports prepared and presented accurately and on time  MOP progress reports compiled and presented on time

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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Key Accountabilities			
Key result area	Major activities responsibilities	Performance measures	
	Assist the secretary in all Ministry administration	Staff queries accurately answered within 2 days of receipt  Ministry administration is accurate, timely and in accordance with NCS, financial regulations and GoK Policy and procedures.  Personnel Management is accurately dealt with in line with public service Human Resource Management practices and systems	
MOP and KDP implementation	Coordinate the development and submission of project proposals to achieve the MOP and KDP goals  Supervise the implementation of approved projects, including budget expenditure and acquittal.	All identified activities have project proposals submitted  Amendments required by NEPO are attended to within 2 weeks of advice by NEPO  Project reports and funds acquittals are submitted on time	
HR Management Framework implementation	Assist the secretary in the implementation of the HR Management framework in the ministry	People management is accurately dealt with in line with the Ministry HR Management framework	

**Key Challenges**

A key challenge of the post is coordinating administration activities of the ministry to ensure that technical staff can perform their roles effectively. This may include providing advice to technical staff on administrative matters.

**Selection Criteria**

**Qualifications and experience:**  
Graduate Degree in Management/Public Administration plus related fields as follows:

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<p>At peak work times, additional working hours may be required to meet deadlines. Overtime is not payable.</p> <p>The post is occasionally required to liaise with Central Agencies such as PSO and Finance to ensure that the ministry complies with all policy and procedural requirements.</p>	<p><b>Degree in Economics/Accounting/Sociology/History Politics/Industrial Relations/Human Resource Management with 3 years post degree work experience at middle level (preferably at L11-10/9-7) involving administration or HR management and supervision of staff or project management.</b></p> <p><b>Key attributes:</b></p> <ul style="list-style-type: none"> <li>Ability to lead, motivate and supervise staff</li> <li>People management skills</li> <li>Ability to implement the NCS, Financial Regulations and other GoK policy and procedures</li> <li>Fluency in both English and Kiribati language</li> <li>Competent with Microsoft Word, Microsoft Excel, Email and Internet facilities.</li> </ul>	
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