

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

<b>1. Ministry: Ministry: Ministry of Labour and Human Resource Development</b>		
<b>2. Position Title:</b> Senior Labour Policy Officer	<b>3. Salary Level:</b> 6-5	<b>4. Division:</b> Labour Division
<b>5. Reports To:</b> Director of Labour, Registrar	<b>6. Direct Reports:</b> Director of Labour	
<b>7. Primary Objective of the Position:</b> The Objective of this position is to support and assist the Director of Labour in the efficient implementation of decent work for I-Kiribati nationals and fulfill routine duties and responsibilities of the Workplace Relations Unit.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> Nil	<b>10. Legal:</b> EIRC & NCS
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>i. Secretary</li> <li>ii. Deputy Secretary</li> <li>iii. Director of Labour</li> <li>iv. Other staff from MEHR HQ and Divisions</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>i. Matters that require approval from HOD</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>i. Daily clients</li> <li>ii. Trade Unions</li> <li>iii. Employer Organizations</li> <li>iv. Government Ministries, SOEs and private sectors</li> <li>v. Recruiting Agencies</li> <li>vi. Island Councils</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>i. High level of decision making and coordination of the relevant activities.</li> </ul>

*This 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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ KDP/KPA:</li> <li>▪ MOP Outcome:</li> <li>▪ Divisional/Departmental/Unit Plan:</li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Labour laws Awareness, Consultation & Workshops	<ul style="list-style-type: none"> <li>• Coordinate awareness and consultation workshop and on EIRC and regulations to Employers and employees in the Public and Private Sector throughout Kiribati</li> </ul>	Workshop and Meetings Conducted/queries addressed
2. Labour Inspection	<ul style="list-style-type: none"> <li>• Regular monitoring of Inspection activities in line with schedule</li> <li>• Conduct prosecution of non-compliances at Court (when required)</li> </ul>	Progress is on-track  Non-compliance case prosecuted at court
3. Labour Laws and Regulation Review	<ul style="list-style-type: none"> <li>• Coordinate preparation of EIRC 2021 amendments</li> <li>• Coordinate preparation of Hazardous work regulation</li> <li>• Coordinate preparation of Light work regulation</li> <li>• Coordinate preparation of EIRC Administrative Regulation</li> <li>• Coordinated preparation of Recruitment Agencies regulation</li> <li>• Review of Minimum Wage regulation</li> <li>• Coordinate preparation of a Guide to recruit Fishers &amp; Seafarers</li> </ul>	Regulations Drafted and Adopted
4. ILO Convention & Reports	<ul style="list-style-type: none"> <li>• Regular Monitoring and providing assistance with procedures on Reporting of International Labour Standards</li> </ul>	Reports are submitted to ILO on time

**Commented [WR1]:** Can be addressed generally under regulations, however the number of regulations to be adopted, will it affect the new SPA (grading) & PD

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5. Recruiting Agencies	<ul style="list-style-type: none"> <li>• Coordinate Annual MLC, 2006 Audit to Seafarers Agencies</li> <li>• Coordinate recruiting Agencies quarterly meetings</li> <li>• Coordinate with Rec Agencies crew change and repatriation requests</li> <li>• Monitoring compliance of all agencies</li> <li>• Refer cases to KPS for prosecution</li> <li>• Coordinate quarterly meeting with Recruiting Agencies</li> </ul>	<p>All Recruiting Agencies audited</p> <p>Convened quarterly meetings</p> <p>Assistance provided</p> <p>Agencies monitored</p> <p>Cases referred for prosecution</p> <p>Quarterly meeting</p>
6. Decent Work Advisory Board (DWAB)	<ul style="list-style-type: none"> <li>• Coordinate preparations for DWAB quarterly Meetings</li> <li>• Cabinet submission (when required)</li> </ul>	<p>DWAB quarterly meetings successfully conducted.</p> <p>Cabinet paper submitted</p>
7. Child Labour Working Group	<ul style="list-style-type: none"> <li>• Cabinet submission (when required) - assist with drafting</li> </ul>	<p>Draft submitted to DOL &amp; Sec</p>
8. Trade Union and Employers' Organization	<ul style="list-style-type: none"> <li>• Coordination &amp; Monitoring of TU &amp; EO priorities with ILO</li> </ul>	<p>TU &amp; EO priorities monitored</p>
9. Employment Dispute	<ul style="list-style-type: none"> <li>• Coordinate the handling of an employment dispute cases</li> <li>• Establishment of pool of arbitrators and appointment of arbitrators</li> <li>• Cabinet submission for mediation of cases</li> <li>• Handling of Court Cases (when required)</li> </ul>	<p>Dispute cases settled</p> <p>Pool developed and arbitrators appointed</p> <p>Cabinet paper submitted</p> <p>Court Cases settled</p>
10. Daily Customer service and Complaints	<ul style="list-style-type: none"> <li>• Receive and handle complaints from public</li> </ul>	<p>Complaints addressed promptly</p>
11. Social Protection Program	<ul style="list-style-type: none"> <li>• Review of Workmen Compensation Act 1977</li> <li>• Establishment of Social Protection working group</li> <li>• Seeking ILO support and technical assistance</li> </ul>	<p>Law reviewed</p> <p>Working group established</p> <p>Assistance provided</p> <p>Proposal submitted</p>

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	<ul style="list-style-type: none"> <li>• Submission of project proposal to NEPO (if required)</li> <li>• Formulation of new policies</li> <li>• Meeting with members of the working group</li> </ul>	Policies formulated Meetings convened
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<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<p>Prioritizing of key result area to focus <b>limited</b> manpower and resource. This is considerate on the increase on economic, social, or political dynamics.</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Bachelor of Arts in Legal Studies or Bachelor of Commerce in Management and Industrial Relations with 3 years relevant working experience or Masters in Management and Employment and Industrial Relations and or Legal Studies</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• Must have excellent Kiribati and English communication skills both verbally and written</li> <li>• Must be able to demonstrate research skills as part of preparing discussion papers, integrity and confidence in advising the Board</li> <li>• Must be able to demonstrate punctuality, complete tasks in a timely manner and able to work after hours to meet the demand of the work at times when required</li> </ul> <p><b>1. Knowledge:</b></p> <ul style="list-style-type: none"> <li>• English and Kiribati language</li> <li>• Understanding of TVET both locally and internationally</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Management skills</li> <li>• Active listening</li> </ul>

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	<ul style="list-style-type: none"><li>• Coordination</li><li>• Communication</li><li>• Negotiation</li><li>• Reporting</li><li>• Monitoring</li><li>• Complex Problem Solving</li><li>• Time Management</li><li>• Quick learner</li><li>• Innovative</li></ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>• Integrity</li><li>• Organise</li><li>• Stress tolerance/Patient</li><li>• Social</li><li>• Leadership</li><li>• Honest</li><li>• Committed</li></ul>
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