

1. Ministry: Kiribati Police Service	2. Position Title: Director of Corporate Service	3. Salary Level: L4	4. Division: Corporate Service
5. Reports To:	<ul style="list-style-type: none"> Commissioner of Police 	6. Direct Reports:	<ul style="list-style-type: none"> Human Resource Manager Senior IT Specialist Senior Accountant Office Manager OC Transport OC Communication Storeman OC Project/Policy/Planning Media Relation Officer
7. Primary Objective of the Position:	To manage the administration and finance areas of the KPS, and supervise the finance & accounts section, Registry, HR, Media Relation Officer, IT department, Stores, and Transport.		
8. Position Overview			
9. Financial: Up to \$15,534 annually	10. Legal: National Condition of Service Standard Operating Procedures		
11. Internal Stakeholders:	<ul style="list-style-type: none"> Commissioner of Police Senior Executive Groups Senior Officers Human Resource Manager Subordinates 		
	12. External Stakeholders: <ul style="list-style-type: none"> Ministry of Finance Public Service Office Public Service Commission 		

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To be referred to Manager:

- For matter need COMPOL approvals

Without referral to Manager:

- Perform daily routine tasks

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- **KDP/KPA:**
- **MOP Outcome: Outcome 2. Improve timely and quality delivery of service in the public sector**
- **Divisional/Departmental/Unit Plan: Strengthen rural development services and governance infrastructure**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • Further improve police response capacity 	<ul style="list-style-type: none"> • Manage and supervise daily work/activities of Corporate Service Wing • Provide advice to Commissioner of Police, Senior Executive Group, and Senior Officers' Group on any financial and administrative matters requires their attention/approval. • In collaboration with Senior Accountant, Prepare KPS Annual Budget, Monitor & control organizational expenditures to ensure the KPS does not exceed its allocated quotas in the Annual Budget 	<ul style="list-style-type: none"> • Must compile and produce Corporate Service Wing monthly report • Must accurately provide advice in a report version issues concerned with financial and administrative matters. • Annual Budget must be completed prior end of October every year, and financial expenditure report must be submitted to COMPOL prior end of year

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<ul style="list-style-type: none"> • Upgrade buildings and continue maintenance 	<ul style="list-style-type: none"> • Prepare Procurement documents and act as KPS representatives in Procurement Committees • Coordinate preparation of Strategic Plan and Annual Plan, Annual Report under the direction of Commissioner of Police • Lead and direct development and revision of Kiribati Police Policies under the direction of Commissioner of Police • Through Human Resource Manager, arrange the recruitment of temporary and work experience persons including recruitment of new police officers. • Liaise with Permanent Secretaries and Head of Government Administrative and act as KPS representatives in Committees concerning KPS administrative matters • Coordinate preparation of ProDoc. (Project Documents) under the direction of Commissioner of Police • Act as a Chairman of Police Housing Committee 	<ul style="list-style-type: none"> • Procurement Documents are submitted in a timely manner • Strategic Plan, Annual Plan, and Annual Report are submitted within a required timeframe • New & reviewed policies are putted up to COMPOL on time • Must provide report/result of recruitment to Commissioner of Police • Must update/report to COMPOL/Senior Executives Group matters concerning KPS • ProDoc are submitted to COMPOL within a required timeframe • Housing Committee Meeting conducted on quarterly basis
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<ul style="list-style-type: none"> Act as KPS representatives to the Maintenance and Monitoring Committees at the Ministry of Public Works and Utilities Undertake other duties may require to perform 	<p>and Housing issues report to COMPOL</p> <ul style="list-style-type: none"> Must Advice COMPOL in a very brief report issues discussed meeting concerning KPS. Must comply with lawful instruction given from time to time
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11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

10. Key Challenges

This position is a top level position and works directly and closely with Chief Police Officer, and it is therefore a requirements that the incumbent must be able to perform at a highest level to meet all deadline of operation demands. The incumbent must be flexible, self-manageable, and be alerted with any issues might have potential impact on the performance of administration of KPS. Overall, the working environment is very stressful and quite difficult/challenge thus requires someone that could cope in such working conditions.

Education:

- Postgraduate qualification in the relevant field

Experience:

- 5 years relevant work experience at senior management level or,
- 7 years relevant work experience at middle management level

Job Training:

- N/A

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11.2 Key Attributes (Personal Qualities):

Knowledge:

- Proven integrity and commitment to professionalism in policing
- Knowledgeable both in operational and administration procedures

Skills:

- Able to demonstrated management skills, as well as significant experience in a senior management role within either private enterprise or a Government Department
- Sound leadership skills & experience in commanding police at an operational level
- Sound oral & written communication skills
- Demonstrated skills in information technology, including Microsoft Word, Excel and Access.

Attributes:

- Sound judgment & decision making ability
- Able to demonstrated ability to plan & control administrative operations within a large Government Department
- A demonstrated commitment to the improvement of financial and administration management
- Demonstrated financial management ability

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