

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MOJ:-Office of Superintendent			
2. Position Title: Warden/Correctional officer	3. Salary Level: L16-15/14-13	4. Division: Office of Superintendent	
5. Reports to: Senior Head Warden	6. Direct Reports: Nil		
Primary Objective of the Position: To provide secure & humane detention for prisoners at a Prison Station, ensuring that discipline and good order is maintained and that prison regulations are obeyed. This position reports to the Head Warden at a Prison is at an operational level. The warden deals with administering and running the daily routine of the prison, which includes supervision of work parties, security duties and prison patrols			
1. Position Overview			
2. Financial: nil	3. Legal: Prison standing Order & Regulation.		
4. Internal Stakeholders: <ul style="list-style-type: none"> ○ Superintendent ○ ASPs ○ Inspectors ○ Senior Head Warden 	5. External Stakeholders: <ul style="list-style-type: none"> ○ Local Communities ○ Rehabilitation Sectors ○ Innates family 		
6. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP, and Divisional Plan) <ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcomes:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 			

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 performed additional duties as required

Approved by: Secretary/Superintendent Date of issues: 05/06/18

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Key Result Area	Major Activities/Duties	Performance Measures/Outcomes
<p>Conducts regular patrols of the prison compound, assist Head Warden and performing gatekeeper duties</p>	<ul style="list-style-type: none"> • Assist in the securing of Gate for inmates • Ensure that every prisoner are kept in their cells • Control Prisoners while in their cellular • Recommend a frequent a medical checkup on a prisoner. • To coordinate inmates undergoing cellular confinement • To approve referral of offenders to outside hospitals. • To set Prisoners ration. • Advise Head Warden of illness existing with prisoners • To supervise working gangs and ensure that they carry out their work and do not misbehave • To coordinate physical training to inmates • Supervise prisoners at work in prison industries and organizes material for them • Undertake other duties as directed 	<ul style="list-style-type: none"> ✓ Officers should attend to and assist Head Warden to patrol and controlling prisoners while at work or to hospital for medical treatment ✓ Inmate profiling is well maintained. ✓ Supervises prisoner recreational activities and visits ✓ Reports to head-warder, indiscipline on the part of prisoners

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7. Key Challenges	8. Selection Criteria
<p>Maintaining and controlling prisoners at any given time & cost</p>	<p>8.1. POR Position Qualifications Requirement: Qualification and Experience:</p> <ul style="list-style-type: none"> o Form 6 certificate an experience in this position is an advantage o 21-30 years age <p>1. Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> ✓ Proven integrity ✓ Ability to supervise prisoners and prisons projects ✓ Good standard of physical fitness ✓ Good judgement & decision making ability ✓ Good oral & written communications ✓ Good negotiation skills <p>It would be highly desirable for the incumbent to have the following qualifications;</p> <ul style="list-style-type: none"> • Supervision training • Training in prison management and administration

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