

# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

1. <i>Ministry: Ministry of Foreign Affairs and Immigration</i>		
2. <i>Position Title: Deputy Secretary</i>	3. <i>Salary Level: L4</i>	4. <i>Division: Administration</i>
5. <i>Reports To: Secretary</i>	6. <i>Direct Reports: Secretary</i>	
7. <i>Primary Objective of the Position: To ensure that the Ministry enhances and sustains a quality service to all clients and that the objectives and activities under the Ministry strategic plan, and the Ministry operation plan are achieved within budget so as to contribute to the achievement of Government goals and objectives, under the KV20, KDP and Foreign Policy.</i>		

8. <i>Position Overview</i>	
9. <i>Financial: Recurrent Budget, and Development Budget.</i>	10 <i>Legal: Diplomatic Privileges- Vienna Convention Act 1996 (Revised 2004)</i> : <i>Consular Relations- Vienna Convention Act 1999</i> : <i>Foreign Representative- Privileges and Immunities Act 1967 (revised 1995)</i> : <i>International Organization- Privileges and Immunities Act 1992</i> : <i>Diplomatic and Consular Officers- Oath and Fees Act (revised in 1988)</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 perform additional duties as required.*

Approved by:	Date of Issue: <i>4/9/24</i>
--------------	------------------------------

# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

	<ul style="list-style-type: none"> <li>: Chemical Weapon Act 2005</li> <li>: Passport Act 2013</li> <li>: Immigration Act 2019</li> <li>: Citizenship Act 1979</li> </ul>	
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Secretary, and Head Of Kiribati Diplomatic Missions</li> <li>• Senior Assistant Secretary</li> <li>• Assistant Secretary</li> <li>• Office Manager and Registry Staff</li> <li>• Driver and Cleaner</li> <li>• Senior Accountant</li> <li>• Account Officer, IT, Protocol Unit</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• All Ministries, and SOE's</li> <li>• Customers</li> <li>• Resident Diplomatic Missions</li> <li>• International and Regional Organizations</li> <li>• NGO's</li> </ul>	
<p><b>13. KEY ACCOUNTABILITIES</b> (Include linkage to KDP, MSP, MOP and Divisional Plan)</p>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Budget Preparation</p>	<ol style="list-style-type: none"> <li>1. To coordinate Divisional Budget Submission</li> <li>2. To review Divisional Budget Submission with NEPO</li> <li>3. To prepare New Policy Proposal (NPP)</li> </ol>	<p>One Month before due date to Finance</p> <p>Two weeks before due date to Finance</p>

*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.*

Approved by:	Date of Issue: 4/9/24
--------------	-----------------------




# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

	<ol style="list-style-type: none"> <li>4. To prepare cabinet for NPP</li> <li>5. To monitor and manage operational expenditure</li> <li>6. To submit financial report</li> <li>7. To train staff on Budget template</li> <li>8. To manage IFMIS operators</li> </ol>	<p>Ensure NPP are approved by Cabinet and NEPO</p> <p>No overspent and no unnecessarily underspend</p>
<p>Customer Service (Client Service)</p>	<ol style="list-style-type: none"> <li>1. Provide advice to technical officers of the Ministry of Administration requirements including budget and planning requirements</li> <li>2. Implement administration for the Ministry to ensure MOP requirements are met through preparation of Cabinet papers, briefings and discussion papers</li> <li>3. To ensure the customer service delivery is effective and efficient at all levels</li> </ol>	<p>Accurate advice is provided within two days of request</p> <p>All Ministry Administration is accurate and completed on time</p>
<p>Strategic Planning and reporting</p>	<ol style="list-style-type: none"> <li>1. MOP preparation</li> <li>2. Progress report on achievement of MOP activities</li> <li>3. Authorise expenditure</li> </ol>	<p>Completed and submitted on time</p> <p>Progress reports completed and submitted to NPO on time</p> <p>Vote transfers are actioned as required by Divisions/Vote Managers</p>

*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.*

Approved by: 	Date of Issue: 4/9/24
--	-----------------------


# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

		<i>All PV/LPO actioned within 1 day of receipt in accordance with delegation and financial regulations</i>
<i>Public Relation</i>	<ol style="list-style-type: none"><li><i>1. Provide support and advice to the Public</i></li><li><i>2. Ensure messages and information to be conveyed to the public are quality assured and approved at the Executive level.</i></li></ol>	<p><i>Accurate advice conveyed to the Public</i></p> <p><i>Public Relation activities are well reported and monitored.</i></p> <p><i>Messages and information conveyed to the public are accurate and consistent with MoE's objectives.</i></p>

*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.*

Approved by:



Date of Issue:


*4/9/24*

# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

10. Key Challenges	11. Selection Criteria
<p>A key challenge of the post is leading and 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</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <p>Post graduate in Public Administration, Business Administration, Project Management, Policy Development, Public Policy, Human Resource, Industrial Relations, Economics, International Relations, Diplomacy, International Law, and Administration related fields with 5 years relevant work experience at senior management level or 7 years work experience at middle management level OR Master in Public Administration, Business Administration, Project Management, Policy Development, Economics and Administration related fields.</p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>- Customer and personal service</li><li>- Administration and management</li><li>- Personnel and Human resources</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.*

Approved by: 	Date of Issue: 4/9/24
--	-----------------------




# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

	<p><b>Skills</b></p> <ul style="list-style-type: none"><li>- Speaking: talk to others to convey information effectively</li><li>- Active listening</li><li>- Social perceptiveness</li><li>- Monitoring</li><li>- Critical thinking</li><li>- Learning strategies</li><li>- Negotiation</li><li>- Persuasion</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>- Efficient</li><li>- Effective</li><li>- Innovative</li><li>- Creative</li><li>- Approachable</li><li>- Cooperative</li><li>- Fair</li><li>- Hardworking and dedicated</li><li>- Sharing</li><li>- Interested in meeting people</li><li>- Ability to work under pressure</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.*

Approved by: 	Date of Issue: 4/9/24
--	-----------------------