

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Internal Affairs		
2. Position Title: Senior Assistant Urban Management Officer	3. Salary Level: L12-11	4. Division: Local Government Division (MIA)
5. Reports to: Urban Management Officer	6. Direct Reports:	
7. Primary Objective of the Position: Assist Urban Management Unit to facilitate/initiate programs that will strengthen the capacity of Urban councils to efficiently resolve the issues of urbanization.		

8. Position Overview	
9. Financial: N/A	10 Legal: Kiribati National Conditions of Service (NCS), Local Government Act, Standing Orders, Bye Laws, Councils Strategic Plans, Kiribati National Urban Policy.
11. Internal Stakeholders: <ul style="list-style-type: none"> • Head of Departments. • Clerks of Urban & Rural Councils. <p>Without referred to Manager:</p> <ol style="list-style-type: none"> 1. Direct supervision on urban council's solid waste management related programs 2. Record the minutes of any Urban management meetings and the maintenance of those minutes. 3. Implementation of the minutes and follow up with responsible councils/bodies. 4. Maintain database and information records 	12. External Stakeholders: <ul style="list-style-type: none"> • Urban & Rural Councils • Mayors & Clerks of Urban and Rural Councils • Ministries • External Donors partners (NZ, JICA, UNHabitat, UNDP) • Other donor partner • Private Sector • WGDs <p>To be referred to Manager</p> <ol style="list-style-type: none"> 1. Assist the UMO to implement Urban Management activities. 2. Representing MIA in meetings/workshops concerning Urban Development and management areas. 3. Providing cabinet's information and other relevant information required by the SUMO. 4. Data collection on urban issues

This is 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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<p>5. Assist students with information required</p> <p>4. Maintain the clerical and administrative support of the UMU.</p>	<p>5. Conduct Communication, Education and Public Awareness on urban issues</p> <p>6. Assist to conduct waste management awareness to the Public and Government bodies.</p> <p>7. Provide information on Urban policy development.</p> <p>8. Daily monitoring and supervising of Urban issues program/activities.</p> <p>9. Maintaining clerical and administrative work.</p>
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- *KV20: Four Pillar*
- *KDP/KPA:*
- *MSP Outcome:*
- *Divisional Plan*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Urban Management Unit will be operated in an efficient and effective manner.	a. Provides clerical and general administrative support to the Urban Management Unit.	- Set target for UMU will be achieved as scheduled.
2. Minimize adverse impact of Urbanization.	a. Assist in facilitation and organization of urban management meeting.	- Number of Meeting organized.
3. Improve Urban Development activities on Tarawa and Xmas	a. Prepare a quarterly progress reports on his/her activities such as Solid Waste Management activities and other related programs.	- Number of progressive report produced.
4. Urban Council capacity strengthened to resolve urban challenges	<p>a. Assist to implementation Urban programs/activities such as Solid Waste Management activities and other related programs.</p> <p>b. Assist in representing the Ministry in meeting on Urban Development internationally, regionally and locally.</p>	<p>Targeted programs achieved</p> <p>Number of meetings attended</p>

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	<ul style="list-style-type: none"> c. Assist to carry out inventory on urban council needs relate to urban developments d. Maintain all UMU data/ information and records on urban needs and issues e. Assist to collate information on urbanization for public use f. Provide students and general public with information required on urbanization g. Carry out and participate in the communication, education and public awareness programs on urbanization <p style="text-align: center;">Other responsibilities as may be assigned by SRO</p>	<p>Data/Information collected and updated</p> <p>Database or filing system should be developed or put in place in order for the Ministry to easily track the divisional progress.</p> <p>Number of visits for research purposes Number of awareness campaigns, awareness materials produced</p>
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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> Working Outside business hours Dealing direct to the communities to implement urban issue programs. Meeting the Urban councils need to address urban issues. Changing the mindset of the people. Limited funding cannot cater for a massive urban issues. 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Qualification</p> <ul style="list-style-type: none"> - Form 7 Certificate <p>Experience:</p> <ul style="list-style-type: none"> - Nil <hr/> <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> Work oriented and patient Respect others especially customs and traditions of respective urban communities. Team player Proactive and innovative Flexible

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