

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Office of Te Beretitenti		
2. Position Title: Digital Technical Officer	3. Salary Level: L9-7	4. Division: Communication, OB
5. Reports To: Secretary, OB	6. Direct Reports: (write No. & Position Title) Senior Communication Officer, OB	
7. Primary Objective of the Position: To assist the Senior Communication Officer in working collaboratively with relevant stakeholders for Government public relation issues/matters, digitizing of government information and to provide media advice to Secretary OB and H.E Te Beretitenti on timely basis.		

8. Position Overview	
9. Financial: NIL	10 Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> • President • Secretary to Cabinet • Secretary • Senior Communication Officer <p>To be referred to Manager:</p>	12. External Stakeholders: <ul style="list-style-type: none"> • All Media (BPA, etc) • Ministries and Communities <p>To be referred to Manager</p> <ul style="list-style-type: none"> •
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>	
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: 	

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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▪ Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Presentation of news and press briefs to H.E Te Beretitenti and Secretary OB when required	<ul style="list-style-type: none"> • Reports on government policy, news and initiatives to public through media 	<ul style="list-style-type: none"> - Greater public engagement on key Government activities and initiatives
Arranging of official video recordings and timely upload on media platforms	<ul style="list-style-type: none"> • Timely upload of video recordings on press conferences , press statements, Presidents and or Ministerial speeches 	<ul style="list-style-type: none"> - Greater public access to government information and news, mainstreamed information flow within Government Fulfillment of OB portfolio role in Good Governance and Public Relations
A proactive information & communication Division	<ul style="list-style-type: none"> • Travel with Government officials and especially H.E Te Beretienti externally/internally to cover critical events for Government • Upgrade video coverage and branding of H.E Te Beretitenti • Information archives, media contact database and media report analysis • Boost public appearances for H.E Te Beretienti to increase and promote awareness to the Public on matters of pressing issues. • Provide official image and video programmes of H.E and Ministers • Manage the functioning of CCTV cameras for security purposes 	<ul style="list-style-type: none"> - Well-kept record of government policy statements, news, press releases, speeches, photos and other multimedia records. - Maintain favorable public perceptions of the government's accomplishment, agenda and overall responsibility. - Improve media Partnership by responding to requests for information from the media or designate an appropriate spokesperson or information source

14. Key Challenges

15. Selection Criteria

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<p>Mainstreaming information flow within Ministries</p> <p>Obtaining information on timely basis from Ministries and disseminating to media for displaying</p> <p>Marketing a Kiribati Government brand identity to Public.</p> <p>Study the objectives, promotional policies, or needs of the government to develop public relations strategies that will influence public opinion or promote ideas.</p>	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree in Videography or Diploma in Videography or at least completed Form Five with one year work experience in any Government’s Ministries.</p> <p>15.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none">○ Protocol – Knowledgeable in government and public protocols required when dealing with Government officials, diplomats.○ Communications and Media – Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform via written, oral and visual and website media○ English and Kiribati Languages – Knowledge of the structure and content of the England and Kiribati languages including the meaning and spelling of words, rules of composition, and grammar. <p>Ability :</p> <ul style="list-style-type: none">○ Effective communication with the public or with other media.○ Plan or direct development or communication of programs <p>Skills:</p> <ul style="list-style-type: none">○ Active Listening – giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
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	<ul style="list-style-type: none">○ Speaking – talking to others to convey information effectively.○ Coordination – adjusting actions in relation to others actions○ Social Perceptiveness – Being aware of others reactions and understanding why they react as they do.○ Time Management – managing one’s own time and the time of others.○ Rapport – creating excellent rapport with reporters and people from whom information will be obtained <p>Attributes:</p> <ul style="list-style-type: none">○ Efficient and Effective○ Innovative, approachable and cooperative○ Social, motivated and committed○ Honest, fair, considerate and respectful
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