

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Line and Phoenix Development		
2. Position Title: Project Coordinator	3. Salary Level: L6-5	4. Division: Solar Salt Division
5. Reports To: Secretary/SRO	6. Direct Reports: Supervisor	
7. Primary Objective of the Position: To ensure best overall management and supervision of the Solar Salt Division by achieving its goals and mission through enhancing domestic and international trade/marketing for solar salt and seaweed.		

8. Position Overview	
9. Financial: Minimum of 15K to Maximum of 30K	10 Legal: NCS, Trade Policy Framework, National Quality Policy
11. Internal Stakeholders: i. Honorable Minister ii. Secretary MLPID iii. Deputy Secretary MLPID iv. MLPID/ Solar Salt and Atoll Seaweed Division Staff To be referred to Manager: i. Seeking technical decision beyond capacity and capability, management of staff division, MOP, MSP and divisional work plans, submission of project and new budget proposals.	12. External Stakeholders: i. Domestic & International Buyers ii. Ministry of Finance & Economic Development iii. Ministry of Tourism Commerce Industry and Cooperatives iv. Ministry of Fisheries and Marine Resources Development iv. NGOs v. Donors vi. SOEs To be referred to Manager: i. Providing assistance to stakeholders. ii. Providing information related to the Ministry. iii. Any other advice required from these stakeholders.
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ KDP/KPA: 	

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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<ul style="list-style-type: none"> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Enhancing Unit and Staff Performance	<ul style="list-style-type: none"> • Ensuring subordinate staff perform and fulfil their duties accordingly. • Monitor, assess and analyze performance of subordinate staff according to their individual PDs. • Identifying suitable training packages for Staff within Unit and prepare training needs/plan accordingly. • Provide guidance towards achieving the Unit vision. 	<ul style="list-style-type: none"> • Submission of analysis reports on subordinate staff performance and attendance on a timely basis. • PDs for all subordinate staff readily available and well understood. • Advice is done accordingly. • Numerous numbers of training provided for enhancing capacity building for staffs.
Strategic Planning and Reporting	<ul style="list-style-type: none"> • Developing sectional strategic and annual work plans per year • Ensuring activities are implemented within the budget timeframe. • Providing technical guidance and advice to Secretary toward achieving tangible outputs. • Developing briefs on national and international negotiations for domestic and international buyers. 	<ul style="list-style-type: none"> • Submission of compiled activities reports for sections on a quarterly basis. • Constructive annual plan is developed accordingly. • Activities initiated and implemented fall within the budget timeframe.
Trade Policy legislation in place Negotiation	<ul style="list-style-type: none"> • Ensure international and domestic trade policy is complied. 	<ul style="list-style-type: none"> • Trade policy both international and domestic is complied
Seaweed and Solar Pond rehabilitation and sustainability	<ul style="list-style-type: none"> • Developing prodoc for pond infrastructure development. • Ensure the sustainability and quality of ponds is efficiently and effectively managed. 	<ul style="list-style-type: none"> • Seaweed and Solar Pond is securely managed. • Prodoc development is effectively and timely

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	<ul style="list-style-type: none"> • Providing technical advice on future development of the Unit. • Working in collaborate with relevant stakeholders for the enhancement and beneficial of the unit. 	developed for proper infrastructure development.
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Coordination and administer activities and other task and responsibilities to ensure the Division Objectives are met. • Additional working hours may be required to meet deadlines. • Overtime is not applicable. 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree in Economics, International trade, Commerce, Development Studies, Business Management, and other related fields</p> <p>Experience: 3 years post degree work experienced at the middle to senior level positions</p> <p>Job Training: Project identification, development and management, Trade Policy/strategic plan development, organizational and staff management</p> <p>Prerequisite:</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> - Fluent in both English and Kiribati Language - Education and Training <p>2. Skills:</p> <ul style="list-style-type: none"> - Active listening - Critical Thinking - Instructing - Complex problem solving

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	<p>3. Attributes</p> <ul style="list-style-type: none">- Efficient- Analytical thinking- Teamwork- Creative, energetic and enthusiastic about work- Willingness to work after hours
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