

1. Ministry: Public Service Office		3. Salary Level: L13-12/11-10	4. Division: Policy Development Services
2. Position Title: Executive Assistant			
5. Reports To: Secretary	6. Direct Reports: Secretary		
7. Primary Objective of the Position: Ensure efficient and quality secretarial services supporting the enhancement of the Minister's and Secretary's role so as to contribute to the achievement of Secretary's goals and objectives in line with the Government policy.			

8. Position Overview	10 Legal: NCS
9. Financial:	
11. Internal Stakeholders: i. Secretary ii. Staff To be referred to Manager: i. Confirmed bookings ii. Issues as delegated by the Secretary/OIC Without Referral to Manager i. Extraction of items concerned to that Ministry from Cabinet minute and CPF for the Minister, Secretary or the OIC perusal ii. Filing of CPF and Cabinet documents (confidential matters) iii. Frontline customer service officer screening calls and booking of appointments with the Secretary. After consultation with managers or others	12. External Stakeholders: i. In line EAs from all other Ministries ii. Staff To be referred to Manager: Without Referral to Manager

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you are required to perform additional duties as required.

Approved by: Paula Salawa (SAR) Date of Issue: 27/09/21

- i. Arrange traveling bookings and itinerary with protocols for the Minister, Secretary or the OIC.
- ii. Dissemination of information as instructed by the Secretary or the OIC
- iii. Prudent management and filing of confidential matters such as; Cabinet minutes, DCC meetings, Secretaries Meeting minutes. Maintain quality customer service including self-professional appearances

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Meas
Profession secretarial services (to the Minister, Secretary / OIC)	Screening and dissemination of incoming calls to appropriate officers.	Efficient and accurate for the Secretaries con
	Arrange traveling bookings and itinerary	Resourceful and efficient provide clear and thorough concerns for the trip to disruptions.
	Arrange for and provide protocol services to the Minister, Secretary / OIC and his or her client.	To satisfactorily provide and quality service to complainant
	Arrange and make bookings of appointment and meetings and act as a gate keeper deciding which messages and which visitors or callers need to go directly to their employer.	To be prompt, resourceful to enable the smooth conduct of meetings and visits

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	Draft confidential correspondence for the Secretary/OIC	To be professionally reliable in order to all Minister, Secretary's/ To be completed and time.
General administrative and registry services	Extraction of all issues of concerns from the minutes of the Executive meetings inclusive of but not limited to; Cabinet meetings, Secretaries meeting, Developments Coordinating Committee, Head of Departments meeting, etc. Facilitate Parliament Oral Questions and Written Questions and Motions to secretary and Senior Officials Distribution and following up on tasks delegated by the Minister, Secretary/OIC	Efficiently extracted a the Minister or Secret Timely parliament res to OB during Parliam Accurate distribution following up of tasks with regular progress Secretary / OIC.
	Prudent management, monitoring and filing of all documents with special attention to any highly classified and confidential documents.	Total control of all iss the managing, monitor protection of all docu with for efficiency an
Quality customer services (Client service)	Provide service and advice to Minister, Secretary/OIC on professional, social and general information on any matters relevant or may be relevant to the Ministry's operation. Provide high standard of quality services to both the Minister, Secretary/OIC and their client/ customer.	Resourceful and accu Satisfactorily perform complaint from both

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Date of Issue:

27/04/21

10. Key Challenges

A key challenge of the post is the segregation, screening and consecutively the negotiation of incoming calls or Client wanting to talk or meet with the Minister and Secretary or the OIC mainly with sensitive issues.

Another major challenge is the booking and arrangement of all traveling processes and itinerary respectively to ensure that the schedule of traveling meet the requirements of the Minister and Secretary or OIC.

Another key challenge is the appointment and coordinating the meeting of the Minister or Secretary/OIC. This may include dealing with external senior officers having different agenda and priorities.

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Education:

1-University Diploma in Management (rest of requirement necessary) Or Form 5 with Cert in Secretarial (Business) registry work Or Form 3 with Cert in Secretarial (Business) registry work with a pass in English course from any registered Institution.

Experience:

Job Training:

11.2 Key Attributes (Personal Qualities):

1. Knowledge

- Fluency in both English and Kiribati Language.
- Competent with Microsoft Word, Microsoft Excel, Email facilities
- Knowledge of office courtesy and protocols

2. Skills:

- Proven ability to professionally service, negotiate and coordinate meeting appointments and traveling itinerary.
- Proven ability to manage, monitor and protect intellectual confidential properties and documents of the Minister.
- Ability to contribute to the efficiency and conduct of the Secretary's / OIC's job
- Through understanding of the Government of Kiribati policy and procedure, legislations and constitution including operational functioning of the office.
- Ability to research and provide accurate reports for use or Secretary / OIC in and outside office.

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Approved by:  P. C. G. A. S. A.

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- 3. Attributes
 - efficient & Effective
 - Hardworking and dedicated
 - Active Listening

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