

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry: Ministry of Infrastructure and Sustainable Energy</b>		
<b>2. Position Title:</b> Deputy Secretary	<b>3. Salary Level:</b> L4	<b>4. Division:</b> Admin
<b>5. Reports to:</b> Secretary	<b>6. Direct Reports:</b> Senior Assistant Secretary/HODs	
<b>7. Primary Objective of the Position:</b> Ensure that the Ministry enhances and sustains a quality service to all clients and that the MOP objectives are archived within budget so as to contribute to the achievement of Government goals and objectives.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> NIL	<b>l. Legal:</b>
<b>11. Internal Stakeholders:</b> i. staffs ii. Donors iii. PSC  <b>13. To be referred to Manager:</b>  i. MOP preparation and progress report ii. Personal matters related to NCS iii. Budget preparation iv. Personal matters related to NCS v. HRM Framework vi. Preparation of Cabinet Papers	<b>12. External Stakeholders:</b> I. All Ministries ii. SOEs iii. Public (Customers)  <b>14. Without referred to Manager</b>  - Advise on institutional changes within the Ministry to bring about more effective and efficient delivery of the Ministry's development objectives and goals. - Routine tasks

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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Strategic Planning and Reporting (Ministry Strategic Planning)	<ul style="list-style-type: none"> <li>• Oversee the development, implementation and administrations for the Ministry to ensure MSP and KDP requirements are met.</li> <li>• Chair the MSP Taskforce, coordinate progressive reports from all Divisions of the Ministry and undertake monitoring and evaluation of the MSP review workshop</li> <li>• Compile progressive reporting on achievement/lessons learned of MSP/KDP activities</li> <li>• Participate and lead on behalf of Ministry in absence of SRO, during negotiations with development partners (WB, MFAT, DFAT, JICA, UNICEF, etc)</li> <li>• MOP Preparation</li> <li>• Progress report on achievement of MOP activities</li> </ul>	<ul style="list-style-type: none"> <li>• Timely endorsement of final MSP</li> <li>• All KDP and MSP objectives relating to Administration are achieved on time</li> <li>• Regular monitor and evaluation of MSP implementation is ensured</li> <li>• All MSP reports from Divisions are compiled, submitted presented to SRO and HM, as required</li> <li>• Timely compilation and submission/presentation of all KDP reports to NEPO/MFED</li> <li>• Development partners are well consulted and adequately informed of Ministry's priorities and needs, to mobilise resources</li> </ul>

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		towards various developmental areas of MISE
Policy Development and Analysis	<ul style="list-style-type: none"> <li>Assist SRO in the development and review/analysis of existing policies, through preparation of Cabinet papers, briefings, and discussion papers</li> </ul>	<ul style="list-style-type: none"> <li>Timely submissions of Cabinet Papers, briefings, concept and discussion documents</li> </ul>
Technical coordination and Ministry coverage of Ministries issues	<ul style="list-style-type: none"> <li>Participate in the National Water Steering Committee, so as to act as chair in the absence of SRO</li> <li>Represent the Ministry in various committees of the Ministries</li> </ul>	<ul style="list-style-type: none"> <li>All national water issues are well coordinated with relevant Ministries and development partners</li> <li>Adequate support to MTCIC as terms of the MISE portfolio are given due priority.</li> </ul>
Customer Service (Client Service)	<ul style="list-style-type: none"> <li>Oversee that proper CS is practiced at every Divisions and branches of the Ministry</li> <li>Provide advice to technical officers on the Administration requirements of the Ministry, including budget, policy, and planning requirement</li> </ul>	<ul style="list-style-type: none"> <li>Public complaints are kept at a minimum and every customer is quite satisfied with service rendered by Ministry staff, via phone, mail and in writing</li> <li>Accurate advice in provided within two days of request</li> <li>All Ministries Administration requirements are accurate and completed on time.</li> </ul>
Management of SOE	<ul style="list-style-type: none"> <li>In liaison with General Manager of Plant and Vehicle Unit (PVU), provide management oversight of the SOE operational, legal and political issues for the Ministry as may be required over time</li> </ul>	<ul style="list-style-type: none"> <li>PVU is under control to align with the Ministry's portfolio without incurring unnecessary additional costs</li> </ul>

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Administrative oversight to Building Technical Division	<ul style="list-style-type: none"> <li>• Provide administrative guidance/support to the four building divisional cluster (ADD, CPD,BMD, and QCID)</li> <li>• Undertake other duties</li> </ul>	<ul style="list-style-type: none"> <li>• All four Building Divisions are mainstreamed administratively and in alignment with objectives of MSP and KDP.</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• Budget preparation and assist SRO to defend it during parliamentary debate, with the assistance of Senior Accountant (SA)</li> <li>• Monitoring monthly account expenditures against the budget and take any necessary action for vote transfers or virement at the advice of SRO</li> <li>• Authorize expenditure</li> </ul>	<ul style="list-style-type: none"> <li>• Timely submissions of annual recurrent and development budget</li> <li>• Monthly account statement is produced on time</li> <li>• Vote transfers are actioned as required by Divisions/Vote Managers</li> <li>• ALL PV/LPO actioned within 1 day of receipt, in accordance with delegation and financial regulation</li> </ul>
Overall staff management	<ul style="list-style-type: none"> <li>• Represent the Secretary</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• 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 and mentor other Admin colleagues to assist appropriately. Readiness to act of Officer-in-</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> Post Graduate in Public Administration, Business Administration, Project Management, Policy Development, Economics and Administration related fields with 5 years relevant work experience at senior Management level or 7 years work experience at middle management level.</p>

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<p>charge in absence of SRO from time to time</p> <ul style="list-style-type: none"><li>• Controlling and managing of expenditure to be in line with a given divisional budget and in accordance with advice from SRO</li><li>•</li></ul>	<p><b>Experience:</b> 5 years relevant work experience at senior Management level or 7 years work experience at middle management level.</p> <p><b>Job Training:</b></p> <p><b>Prerequisite:</b></p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. 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> <p><b>2. 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>3. Attributes</b></p> <ul style="list-style-type: none"><li>- Efficient</li><li>- Effective</li><li>- Innovative</li><li>- Creative</li><li>- Approachable</li></ul>

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