## GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

	proved.	Customer's satisfaction is improved	satisfac	stomer's	• Cus	5	address	mers to	Interact with customers to address	• Intera	Customer Service and Clerical Support	Customer Service	1
	tcomes	Performance Measures/Outcomes	nce Me	erforma	P			s/Duties	Major Activities/Duties	M:	Key Result Area/Major Responsibilities	Key Result Area	1
							lan) ince	sional P Governa	10P and Divi	ge to KDP, M Development Governance 5. n:	<ul> <li>13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)</li> <li>KDP/KPA: e.g., 1. Human resource Development and 5. Good Governance</li> <li>MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1</li> <li>Divisional/Departmental/Unit Plan:</li> </ul>	13. KEY ACCOUN  • KDP/K  • MOP C  • Divisio	PROGRESSON SERVICES
1						SRO	anager:	ed to M	To be referred to Manager:				1
	<				\ \	<		<	Regulations				
	<	- The state of the			<	<		1	Courses				
	<					<			Certificates				
				<					Purchasing				-
		<							Maintenance				202-112
									Damage				-
	Crewing Agent	PUB/PWU	Donors	Hospital	Resp. Port Author	Marine Division	MFED	MEHR	Subject		orate Staff nanager:	Lawyers and Corporate Staff To be referred to manager:	
							ilders:	Stakeho	12. External Stakeholders:		olders:	11. Internal Stakeholders:	
									8				
										department	Control and verifying Administration department order.	iii. Control and order.	
											Annual financial assistant	into a	
			)21	Condition of Service 2021	ion of Se		<b>Vationa</b>	Kiribati National		E 0 0 0 0	udget	<ol> <li>Recurrent budget</li> </ol>	1.1
								F.	10. Legal:			9. Financial:	HE-ING
			otocols.	management system protocols	ement s		and reco	atabase c	according to du	ents for filing	Position Overview: Sorting information and documents for filing according to database and record	Position Overview: S	
							ssion	gal profe	assist in the le	tional tasks to	Responsible for doing clerical works and operational tasks to assist in the legal profession	Responsible for a	
											Primary Objective of the Position:	7. Primary Object	0.00
				DLD	3, DPP,	neral, SC	rney Ge	rts: Attor	Direct Reports: Attorney General, SG, DPP, DLD	6.	Attorney General	5. Reports To:	
	sion	Corporate Service Division	rate Se	1	Division:	4. 1	18-15/14-12		Salary Level:	3.	Law Clerk	2. Position Title:	
										neral	Office of the Attorney General	<ol> <li>Ministry:</li> </ol>	١.

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.

Date of Issue:

Approved by:

## GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

Ma	Dat		
ul Recording	tabase Update		
• Prus R	• D: U	• qu th	
ecording ward m utting up incerned their all pdating pdating	odating visions rafting	eir conc ıeries. nswerin key cus	
g of outhails. p inward officer located inward g month	the dat - Crimi	erns and g of call stomers.	
ward m d mails s and fi files. l mail re uly repo	abase fo inal, Civ	d answe	
ails and to ling then ecord an	or all Leg /il and	er their naking c	
d B	gal	alls	
	•		
Inward mail database is updated Timely Monthly reports	Database is updated in a timely manner		
	<ul> <li>Recording of outward mails and inward mails.</li> <li>Putting up inward mails to concerned officers and filing them to their allocated files.</li> <li>Updating inward mail record and producing monthly reports.</li> <li>Inward mail database is updated</li> <li>Timely Monthly reports</li> </ul>	Updating the database for all Legal Divisions - Criminal, Civil and Drafting.      Recording of outward mails and inward mails.     Putting up inward mails to concerned officers and filing them to their allocated files.     Updating inward mail record and producing monthly reports.	their concerns and answer their queries.  • Answering of calls and making calls to key customers.  • Updating the database for all Legal Divisions – Criminal, Civil and Drafting.  • Recording of outward mails and inward mails.  • Putting up inward mails to concerned officers and filing them to their allocated files.  • Updating inward mail record and producing monthly reports.

Job Ti	Exper	<ul> <li>progressive reports</li> <li>working with limited resources</li> <li>working outside working hours</li> </ul>	- monthly reports 15.1 P	14. Key Challenges 15. Se	
Job Training:  Computer  Legal practice	Experience: Have at least 6 months work experience in legal field	Certificate in Law is an a	15.1 PQR (Position Qualification Requirement):	15. Selection Criteria	

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

Approved by: required to perform additional duties as required. Date of Issue:

## GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

Efficient Effective Innovative Professional Hardworking and dedicated	<ul> <li>2. Skills:     Communication     Photocopying     Social perceptiveness     Active listening</li> <li>3. Attributes.</li> </ul>	15.2 Key Attributes (Personal Qualities):  1. Knowledge: Customer Service

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 Approved by: required to perform additional duties as required. Date of Issue: