

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MIA		
2. Position Title: Island Development Officer	3. Salary Level: L14-12	4. Division: Rural Planning Division
5. Reports to: Director RPD, Island Council Clerk, Deputy Director, SRDO, RDO, Director CMD, Senior Cultural Officer.	6. Direct Reports: Rural Development Office, Senior Rural Development Officer	
7. Primary Objective of the Position: <ul style="list-style-type: none"> ▪ To provide support and advice to Island Councils in Project Planning and management work. Implementing arm of the MIA at the Island level, assisting to achieve the Ministry's objectives through key activities and strategies in the Sector of rural development, and to assist the Ministry by providing Museum collections developments; artifacts database, advice on collections field research. It will also provide efficient tour guide services inside and outside the Museum for public, students and academic researchers or scholars visiting the museum. Other roles are supervising, advising, counseling, training, and documenting proposals for museum development and managing overall Museum activities and events in related preservation, promotion and development. 		

8. Position Overview	
9. Financial: Nil	10 Legal: National Conditions of Service and Village Bank Act
11. Internal Stakeholders: <ol style="list-style-type: none"> 1. Secretary (MIA) 2. Director RPD and CMD 3. SCO 4. RPD Staffs 5. Mayor 6. Island Council Clerk <p>Without referral to Director or Secretary:</p> <ol style="list-style-type: none"> 1. Review existing policies to be referred to Director and Secretary. 	12. External Stakeholders: <ol style="list-style-type: none"> 1. Island Councils 2. Communities 3. Donors 4. Other Ministries <p>To be referred to Secretary/Director</p> <ol style="list-style-type: none"> 1. Collect ICT statistics from key stakeholders and update National ICT Statistics records Hold consultations with stakeholders on new policies and reviews of existing policies.

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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<p>2. Formulating and prioritizing Council’s project through the Island Development Committee.</p> <p>3. Develop yearly program for Village Bank</p>	
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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- *KDP/KPA:*
- *MSP Outcome:*
- *Divisional Plan*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>1. The development needs of greater island population through the local Council are effectively identified, prepared, appraised, and documented in the proper format for submission to the Ministry and other donor if direct contacts.</p>	<ul style="list-style-type: none"> • To assist IDC and Island Council in project identification, prioritization, preparation and appraisal and approval. 	<ul style="list-style-type: none"> ❖ The IDC members are well trained on Project aspects and to be able to identify the best project proposals for the Island Council.
<p>2. The Implementation of Council’s development projects are carried out effectively and efficient and reporting weekly to the Ministry.</p>	<ul style="list-style-type: none"> • To lead data generation at the Island level with respect to ongoing project as necessary inputs to data-based information system required. • Monitoring and reporting of projects weekly to the Ministry • To assist in increasing Council revenue through the formulation of viable projects. 	<ul style="list-style-type: none"> ❖ The project commences and finish as it is expected.
<p>3. Controlling and managing a Village Bank</p>	<ul style="list-style-type: none"> • To assist provide advice and monitor Village Banks on the Island. • To perform other duties and functions as may be directed from time to time by the Mayor, Council Clerk and RPD Director. 	<ul style="list-style-type: none"> ❖ All Village Banks are still operating at expected level.

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<p>4. Preserve and protect Cultural and Historical heritages sites on the Island.</p>	<ul style="list-style-type: none"> • Identify and formulate cultural development project proposals from the communities, villages, island council. • Identify cultural and historical sites on the island and maintain the site to be well protected and be in a good and proper care for community, guest and public protocol use. • Propose for safeguarding measures of Intangible and tangible cultural heritages matters. • Provide advisory services on cultural related matters. • Assist in preservation and promotional cultural training on Outer Islands to the Island Council villages and communities. • Assist in tour guiding and traditional protocol services. • Advise and supervise on traditional cultural etiquette to be respected by the public, tourist and other viewers. 	<ul style="list-style-type: none"> ❖ Number of Cultural and historical sites protected/safeguarded and beautify with traditional stories for public and tourist viewers. ❖ Improved system of museum collections identification and description for preservation and educational purposes. ❖ No. of people, communities and villages been trained. ❖ Museum project activities.
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14. Key Challenges	15. Selection Criteria
<p>1. The job involves dealing with the community and therefore considered a sensitive post. The post holder is expected to work calmly on sensitive matters and issues</p>	<p>15.1 PQR (Position Qualification Requirement): Qualification - Form 7 Certificates</p> <hr/> <p>15.2 Key Attributes (Personal Qualities): 1. age range between 18-35 years (male or female) 2. Satisfactory service record from previous employer 3. Willing to travel to outer Islands and stay in the outer island. 4. Have goods police clearance.</p>

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