

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

<b>1. Ministry:</b> Ministry of Education		
<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> Secretary	
<b>7. Primary Objective of the Position:</b> To 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>10. Legal:</b> Education Act 2013, Kiribati National Condition of Service, Education Code of Ethics, Customer Service Standard, Financial Procurement Act, ECCE Act 2017	
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Staffs</li> <li>• Donors</li> <li>• PSC</li> <li>• Board members</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Budget Preparation</li> <li>• MOP preparation and progress report</li> <li>• Posting of registry staff</li> <li>• Personal matters related to NCS</li> <li>• Preparation of Cabinet papers</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• All Ministries</li> <li>• SOEs</li> <li>• KANGO</li> <li>• KCCI</li> <li>• Public (Customers)</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• MOP preparation and progress report</li> <li>• Personal matters related to NCS</li> <li>• Budget</li> <li>• HRM framework</li> </ul>	
<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>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>

*This 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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Customer Service (Client Service)	<ol style="list-style-type: none"> <li>1. Provide advice to technical officers of the Ministry of Administration requirements including budget and planning requirements</li> <li>2. Implement administration for the Ministry to ensure MOP requirements are met through preparation of Cabinet papers, briefings and discussion papers</li> <li>3. To ensure the customer service delivery is effective and efficient at all levels</li> </ol>	<p>Accurate advice is provided within two days of request</p> <p>All Ministry Administration is accurate and completed on time</p>
Strategic Planning and reporting	<ol style="list-style-type: none"> <li>1. MOP preparation</li> <li>2. Progress report on achievement of MOP activities</li> <li>3. Authorise expenditure</li> </ol>	<p>Completed and submitted on time</p> <p>Progress reports completed and submitted to NPO on time Vote transfers are actioned as required by Divisions/Vote Managers</p> <p>All PV/LPO actioned within 1 day of receipt in accordance with delegation and financial regulations</p>
People Management	<ol style="list-style-type: none"> <li>1. Develop HRM framework for the Ministry under the advice from the Secretary</li> </ol>	<p>Accurate and timely submissions in line with the HRM framework for the Ministry</p>

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<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<p>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</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> <b>Master in Public Administration, Business Administration, Project Management, policy development, Economics and Administration related fields with 3 years relevant work experience at senior management level or 5 years work experience at middle management level</b></p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>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>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>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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|  | <ul style="list-style-type: none"><li>- <b>Cooperative</b></li><li>- <b>Fair</b></li><li>- <b>Hardworking and dedicated</b></li><li>- <b>Sharing</b></li><li>- <b>Interested in meeting people</b></li><li>- <b>Ability to work under pressure</b></li></ul> |
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