

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Public Service Office			
2. Position Title: Executive Assistant	3. Salary Level: I.13-12/11-10	4. Division: Common Cadre	
5. Reports To: Secretary or Head of Operation	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			
9. Financial: NIL		10. Legal:	
11. Internal Stakeholder: - Honourable Minister - Secretary To be referred to Manager:		12. External Stakeholder: To be referred to Manager	
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 Measures/Outcomes	
Professional secretarial services (to the Minister, Secretary/OIC)	Screening and dissemination of incoming calls to appropriate officers.	Efficient and accurate selection of issues for the Secretaries concern.	

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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	Arrange traveling bookings and itinerary	Resourceful and efficient, and to provide clear and thorough details or concerns for the trip to avoid disruptions.
	Arrange for and provide protocol services to the Minister, Secretary/OIC and his/her client.	To satisfactorily provide professional and quality service to avoid any complaint
	Arrange and make bookings of appointment and meetings	To be prompt, resourceful and efficient to enable the smooth conduction of meetings
	Draft confidential correspondence for the Secretary/OIC	To be professionally accurate and reliable in order to alleviate the Minister, Secretary's/OIC's load. To be completed and submitted on 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.	Efficiently extracted and submitted to the Minister or Secretary/OIC
	Distribution and following up on tasks delegated by the Minister, Secretary/OIC	Accurate distribution and prompt following up of tasks as per delegation with regular progress reports to the Minister, Secretary/OIC.
	Prudent management, monitoring and filing of all documents with special attention to any highly classified and confidential documents.	Total control of all issues concerned to the managing, monitoring, filing and protection of all documents charged with for efficiency and confidentiality.

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10. Key Challenges	11. Selection Criteria
A key challenge of the post is the segregation, screening and consecutively the negotiation of incoming calls or clients wanting to talk or meet with the Minister and Secretary or the OIC mainly with sensitive issues.	11.1 PQR (Position Qualification Requirement): Education: 1. University Diploma in Management (rest of requirement is not necessary) OR 2. Form 5 with Cert in Secretarial (Business) /Supervisory Skills plus 5 years in registry work OR 3. Form 3 with Cert in Secretarial (Business) /Supervisory Skills plus 5 years in registry work with a pass in English course from any recognized tertiary institution. Job Training: Prerequisite: 11.2 Key Attributes (Personal Qualities): 1. Knowledge 2. Skills 3. Attributes:

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