

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Employment and Human Resources		
2. Position Title: Labour Officer	3. Salary Level: 10/9-7	4. Division: Labour Division- Work Relation Unit
5. Reports To: Senior Labour Policy Officer	6. Direct Reports: Director of Labour/Secretary	
7. Primary Objective of the Position:		
To support and assist the Senior Labour Policy Officer and Director of Labour in the efficient implementation of the routine duties and responsibilities of the Workplace Relations Unit.		

8. Position Overview	
9. Financial: Nil	10 Legal: Kiribati National Conditions of Service 2012 Employment and Industrial Relations Code 2015
11. Internal Stakeholders: i. Secretary ii. Deputy Secretary iii. Director of Labour iv. Other staff from MEHR HQ and Divisions To be referred to Manager: i. Matters that require approval from HOD	12. External Stakeholders: i. Daily clients ii. Trade Unions iii. Employer Organizations iv. Government Ministries, SOEs and private sectors v. Recruiting Agencies vi. Island Councils To be referred to Manager: i. High level of decision making and coordination of the relevant activities.

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.

Approved by: 	Date of Issue: 16/7/26
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA: 1 Human Resources Development and**
KPA: 2 Economic Growth and Poverty Reductions
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Labour Awareness, Consultation and Workshop	• Conduct awareness and consultation workshop on EIRC and its Regulations to Employers and Employees in the Public and Private Sector throughout Kiribati • Conduct awareness to fishers and recruiting agencies • Provide Labour information to be updated on the Website	• Workshop Conducted/queries addressed • Workshop Conducted/queries addressed • Awareness Conducted/queries addressed • Awareness Conducted/queries addressed • Radio awareness aired regularly • Information updated regularly • Consultation conducted
		• Meeting convened • Awareness workshop convened • Consultation conducted
Labour Inspection	• Conduct labour inspection • Child labour inspection • Serve Demand Notice	• Inspection conducted/ recorded • Inspection conducted/ recorded • Demand notices served

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	• Assessment of Contract of Employments • Issue Fixed penalty notice • Assist in prosecuting non-compliances cases at Court	• COEs assessed • Fixed penalty notice issued • Non-compliance cases prosecuted at Court
Labour laws and regulation review	• Conduct consultation with stakeholders on EIRC and Regulations review	• Consultation workshop convened
Child labour	• Conduct meeting with members of the working group • Keep record of meetings to be documented and meeting minutes circulated to members	• Meetings convened as scheduled • Records updated and meeting minutes disseminated to members
Employment Dispute	• Assessing and handling employment dispute cases • Provide sequence of events on the employment dispute	• Dispute cases settled • Employment dispute sequence of event provided
Daily customer service	• Receive and handle complaints from public	• Complaints addressed promptly
Social Protection Program	• Assist in the review of Workmen Compensation Act 1977 • Assist in the establishment of Social Protection working group • Assist in seeking ILO support and technical assistance • Assist in the submission of project proposal to NEPO (if required) • Assist in the formulation of new policies • Assist in conducting meeting with members of the working group	• Law reviewed • Working group established • Assistance provided • Proposal submitted • Policies formulated • Meetings convened

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10. Key Challenges	11. Selection Criteria
To accomplish tasks assigned from time to time	11.1 PQR (Position Qualification Requirement): Education: Bachelor's Degree in Management and Industrial Relations or Bachelor's of Art in Legal Studies
	Experience: Experience in any legal related background Job Training: On the job training
	11.2 Key Attributes (Personal Qualities): 1. Knowledge - English and Kiribati language - Understanding of TVET both locally and internationally 2. Skills: - Active listening - Management of Personnel Resources - Coordination - Communication - Negotiation

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	• Reporting • Monitoring • Complex Problem Solving • Time Management • Quick learner • Innovative • Creative • Team player
	3. Attributes • Integrity • Organise • Stress tolerance/Patient • Social • Leadership • Honest • Committed

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