

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of Te Beretitenti (OB)			
2. Position Title: Clerk to Cabinet		3. Salary Level: L: 10-9/8-7	4. Division: Cabinet Secretariat
5. Reports To: Secretary to the Cabinet, Secretary OB, Deputy Secretary and Senior Clerk to the Cabinet		6. Direct Reports: Office Manager	
7. Primary Objective of the Position: To provide secretariat and administrative support to Secretary to Cabinet and Cabinet Ministers, and to implement Divisional workplans and MOPs.			
8. Position Overview			
9. Financial: OB recurrent budget		10 Legal: Administrative Act,	
11. Internal Stakeholders: Ministry Staff Executive Assistant Head of Department Assistant Secretary (colleagues) SAS To be referred to Manager: Allocation of Ministry transport Responding to straight forwards correspondences Implementation of leave roster Develop and monitor budgets for projects and small activities Develop information and briefing papers Implement conditions of service for staff in the Ministry		12. External Stakeholders: Private Companies Other ministries - Ministry Staff (Registry Staff, AS/SAS/DS & Account Staff Government/Non-Government Agencies To be referred to Manager: Responding to straight forward correspondences Implementation of leave roster Queries about staff and other official matters Issues raised from staff and other involved parties	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) KDP/KPA:			

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MOP Outcome : Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Ministry Administration	Prepare correspondences, speeches, internal reports and information papers Assist in the following: ✓ Development and monitoring of activity and or project budgets ✓ Answer staff queries on entitlements and responsibilities ✓ Preparation of LPO ✓ General ministry administration ✓ Execution of any other duties assigned by immediate supervisors	These roles are carried out almost on a daily basis
Secretariat Support	Preparation of Cabinet Meetings Draft Meeting's Agenda Cabinet Matrix Circulation of Cabinet Extracts to Secretaries/OICs Compilation of cabinet matrix submitted by Ministries Updating Cabinet Matrix Preparation of Honours and Awards Establishment of KNHAC Facilitate KNHAC meetings Secretariat at KNHAC meetings Draft Cabinet Submission on Medal Awardees	To be done twice a week. To be done once a week on every Fridays. This is done for at least 5 months from March - July every year. OB Family meets once

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	Draft SC's Speech on Medal Awardees Arrange transport for KNHAC members and awardees Secretariat Roles Secretariat for HE's OB Family meetings Secretariat to Secretaries Meetings At times stand-in as Private Secretary in support to HE and Madam.	every week, while Secretaries meet once every month. This duty is carried out at least five times a year.
HR Management Framework Implementation	Assist the ministry in the implementation of the HR framework Assist with the development of the Ministry HRD and Workforce plans Implement the NCS consistently for all staff	
Performance Management/evaluation	Assess admin performance of staff within Ministry Evaluation report on staff performance to be filled and completed	
10. Key Challenges		
Coordinate administrative activities under the direction of senior staff to ensure ministry objectives are met. This may involve providing advice to technical staff on entitlement, policy and procedure for administration matters.		
11. Selection Criteria		
11.1 PQR (Position Qualification Requirement): Essential: Degree with a major Management/Administration Or related fields as follows: Degree in Economics, Accounting, Sociology, History Politics, Public Administration and Human		

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At break times, additional working hours may be required to meet deadlines. Overtime is not payable The post-holder may be required to undertake research, with central agencies or online to develop Information and discussion papers for consideration by the Ministry	Resources Management or a Degree in any other fields with at least 1 management course/unit completed. 11.2 Key Attributes (Personal Qualities): 1. Knowledge: Basic office operations, office courtesy and protocols Customer and personal service English language Computers 2. Skills: Good computing skills with competence in Microsoft Word Excel and Use of the Internet Fluency in both English and Kiribati Ability to keep records Ability to draft, and amend simple budgets Active listening Reading comprehension Social perceptiveness Attributes Efficient Effective Innovative Vigilant Creative Approachable Cooperative Fair Hardworking and dedicated Sharing Interested in meeting people
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