GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Deputy Secretary 2	**3. Salary Level:** L4	**4. Division:** Admin
5. Reports to: Secretary	**6. Direct Reports:** Senior Assistant Secretary/HODs	

Primary Objective of the Position: Ensure that the Ministry delivers and sustains high-quality services to all clients and achieves the objectives of the Ministry Operational Plan (MOP) within the approved budget, thereby contributing to the achievement of the Government's goals and objectives.

The Ministry of Infrastructure and Sustainable Energy (MISE) is responsible for the planning, development, management, and maintenance of Kiribati's national infrastructure, including water and sanitation systems, roads and bridges, public buildings, and energy services. Through its technical and support departments, the Ministry implements infrastructure and sustainable energy programmes that promote economic development, effective public service delivery, environmental sustainability, and climate resilience across the country. MISE works closely with government agencies, development partners, and communities to ensure the provision of efficient, safe, and sustainable infrastructure and energy services for the people of Kiribati.

This position provides strategic leadership in sector policy development, planning, prioritisation, performance monitoring, and evidence-based decision-making across infrastructure, energy, water, and building services. It ensures that sector strategies and investment decisions align with national development priorities, Government objectives, and climate resilience goals.

The position also leads the Ministry's planning and knowledge management functions, integrating research and development outputs into sector policies, strategic plans, and investment decisions to support informed decision-making and improved sector performance.

7. Position Overview	
9. **Financial**: NIL	**I. Legal:**
11. **Internal Stakeholders:** i. staffs ii. Donors	12. **External Stakeholders:** I. All Ministries ii. SOEs

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iii. PSC **13. To be referred to Manager:** i. MOP preparation and progress report ii. Personal matters related to NCS iii. Budget preparation iv. Personal matters related to NCS v. HRM Framework vi. Preparation of Cabinet Papers	iii. Public (Customers) **14. Without referred to Manager** - Advise on institutional changes within the Ministry to bring about more effective and efficient delivery of the Ministry's development objectives and goals. - Routine tasks

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
2.1 Sector Policy and Strategic Planning Provide strategic leadership in the development, coordination and review	1. Lead the development, review and updating of integrated sector policies covering infrastructure, energy, water and sanitation, and building services.	• Policies and plans are completed within agreed timelines.

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of integrated sector policies and plans to ensure alignment with national development priorities, government objectives and available resources.	2. Coordinate the preparation, review, implementation and reporting of the Ministry Strategic Plan (MSP), annual plans and 100-day priorities. 3. Ensure alignment with national, regional and international development frameworks, particularly KV20, the National Development Plan (NDP), Rawannawi Motinnano and relevant fiscal frameworks. 4. Consolidate technical inputs from relevant departments through the Director General of Engineering Services to inform Ministry-wide policies and plans. 5. Advise the Secretary on strategic policy issues, emerging priorities and planning implications. 6. Ensure that plans and priorities are evidence-based, cost-conscious and consistent with the approved budget.	• Plans align with national development priorities and Government objectives. • Technical departments' inputs are incorporated into Ministry plans. • Strategic advice supports informed management decisions..
2.2 Project Pipeline and Prioritisation Establish and manage a Ministry-wide project pipeline and prioritisation framework to ensure that proposed investments are strategically aligned, properly assessed, appropriately sequenced and ready for approval, funding and implementation.	I. Develop, maintain and periodically update the Ministry's consolidated project pipeline and investment prioritisation framework. 2. Establish criteria for identifying, assessing, ranking and sequencing proposed projects across all relevant sectors. 3. Coordinate with the Director General of Engineering Services, technical departments and the Project	• An updated project pipeline is maintained and reviewed regularly. • Projects are prioritised using clear and consistent criteria. • Project readiness is assessed before funding or implementation decisions.

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	Management Unit (PMU) to assess feasibility, costs, benefits, risks and implementation requirements. 4. Establish and apply project readiness criteria, including feasibility studies, designs, cost estimates, land availability, environmental considerations and implementation arrangements, as applicable. 5. Assess proposals against national priorities, sector plans, climate resilience, community needs, economic and social benefits, and available funding. 6. Advise the Secretary on investment priorities, resource allocation options, sequencing and trade-offs. 7. Identify project readiness gaps and coordinate follow-up before funding or implementation decisions.	• Timely advice on investment priorities and risks is provided.
2.3 Performance Monitoring and Reporting Develop and oversee a Ministry-wide performance monitoring and reporting system to assess progress against strategic priorities, identify implementation constraints and support evidence-based management decisions.	• Develop and maintain a Ministry-wide performance monitoring framework. • Collect and review performance information from technical departments and the Project Management Unit (PMU). • Monitor progress against approved plans, targets and implementation schedules. • Identify delays and performance gaps and recommend corrective actions.	• Quarterly and annual reports are accurate and submitted on time. • Progress against approved plans and targets is regularly monitored. • Delays and performance gaps are identified and reported. • Corrective actions are recommended and followed up.

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	• Prepare performance reports for the Secretary, Cabinet and relevant oversight agencies.	
2.4. Policy Development and Analysis	• Assist SRO in the development and review/analysis of existing policies, through preparation of Cabinet papers, briefings, and discussion papers	• Timely submissions of Cabinet Papers, briefings, concept and discussion documents
2.5 Research and Development (R&D) Oversight Provide strategic oversight of the Research and Development Division to integrate research, project planning, monitoring and evaluation into policy development, investment decisions and continuous improvement.	• Oversee research, project planning, monitoring and evaluation functions. • Identify research priorities and commission studies, feasibility assessments and pilot projects. • Collect and analyse sector data to identify service delivery gaps and development needs. • Ensure research findings inform policies, plans and project prioritisation. • Promote knowledge sharing and evidence-based decision-making.	• Research priorities and work programmes are established and implemented. • Studies and feasibility assessments are completed within agreed timelines. • Research findings inform relevant policies, plans and investment decisions. • Sector information and lessons learned are documented and accessible.
2.6. Technical coordination and Ministry coverage of Ministries issues	• Participate in the National Water Steering Committee, so as to act as chair in the absence of SRO • Represent the Ministry in various committees of the Ministries	• All national water issues are well coordinated with relevant Ministries and development partners • Adequate support to MTCIC as terms of the MISE portfolio are given due priority.

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2.7, Customer Service (Client Service	• Oversee that proper CS is practiced at every Divisions and branches of the Ministry • Provide advice to technical officers on the Administration requirements of the Ministry, including budget, policy, and planning requirement	• Public complaints are kept at a minimum and every customer is quite satisfied with service rendered by Ministry staff, via phone, mail and in writing • Accurate advice in provided within two days of request • All Ministries Administration requirements are accurate and completed on time.
2.8 Climate Change and Sustainability Integration Ensure that climate resilience, environmental sustainability and disaster risk considerations are incorporated into Ministry policies, strategic plans, project prioritisation and investment planning.	1. Integrate climate adaptation, climate resilience, environmental sustainability and disaster risk considerations into sector policies, strategies and investment frameworks. 2. Coordinate with technical departments through the Director General of Engineering Services to identify climate-related risks and adaptation priorities. 3. Promote consideration of climate risks, vulnerability assessments, lifecycle costs and resilience measures during project identification, appraisal, design and prioritisation. 4. Coordinate with relevant government agencies and development partners to align Ministry planning with national climate policies and applicable regional and international commitments.	1. Climate resilience and sustainability considerations are incorporated into relevant policies, plans and investment frameworks. 2. Applicable project proposals are screened for climate risks and resilience requirements before approval. 3. Climate adaptation priorities are reflected in sector planning and project prioritisation. 4. Relevant climate-related reporting requirements are met within agreed timelines. 5. Coordination supports alignment with applicable national and international commitments.

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	5. Support identification and prioritisation of climate-resilient investments, particularly for outer islands and vulnerable coastal communities. 6. Monitor and report on the integration of climate resilience and sustainability into Ministry plans and investment proposals.	
Management of SOE	• In liaison with General Manager of Plant and Vehicle Unit (PVU), provide management oversight of the SOE operational, legal and political issues for the Ministry as may be required over time	• PVU is under control to align with the Ministry's portfolio without incurring unnecessary additional costs
2.9 Development Partner Coordination (Technical and Strategic Planning) Lead strategic engagement with development partners on sector policy, planning, investment priorities and programme design to ensure that external assistance supports national development priorities and approved sector plans.	• Coordinate technical engagement with development partners on policies, planning and programme design. • Ensure partner-supported programmes align with national priorities and approved sector plans. • Facilitate information sharing between development partners and Ministry departments. • Identify opportunities for technical assistance, research and sector development. • Coordinate with Corporate Services on financial, procurement and administrative requirements.	• Partner-supported programmes align with Ministry priorities and approved plans. • Technical discussions and programme proposals are effectively coordinated. • Opportunities for technical assistance are identified. • Financial, procurement and administrative requirements are addressed with Corporate Services.
2.10. Cross Sector Coordination	• Coordinate planning across infrastructure, energy, water and building services.	• Cross-sector plans and projects demonstrate improved coordination.

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	• Identify and address overlapping activities, service gaps and competing priorities. • Promote consistent planning approaches, technical standards and performance indicators. • Facilitate collaboration on projects involving multiple departments. • Promote integrated service delivery, particularly for outer-island communities.	• Duplication and gaps are identified and addressed. • Consistent planning approaches and performance indicators are applied. • Coordination and integrated service delivery improve, including for outer-island communities.
Financial Management	• Budget preparation and assist SRO to defend it during parliamentary debate, with the assistance of Senior Accountant (SA) • Monitoring monthly account expenditures against the budget and take any necessary action for vote transfers or virement at the advice of SRO • Authorize expenditure	• Timely submissions of annual recurrent and development budget • Monthly account statement is produced on time • Vote transfers are actioned as required by Divisions/Vote Managers • ALL PV/LPO actioned within 1 day of receipt, in accordance with delegation and financial regulation

10. Key Challenges	**11. Selection Criteria**
• A key challenge of the post is leading and coordinating administration activities of the Ministry to ensure that	**11.1 PQR (Position Qualification Requirement):** **Education:** Post Graduate in Public Administration, Business Administration, Project Management, Policy Development, Economics

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technical staff can perform their roles effectively. This may include providing advice to technical staff on administrative matters and mentor other Admin colleagues to assist appropriately. Readiness to act of Officer-in-charge in absence of SRO from time to time • Controlling and managing of expenditure to be in line with a given divisional budget and in accordance with advice from SRO	and Administration related fields with 5 years relevant work experience at senior Management level or 7 years work experience at middle management level. **Experience**: 5 years relevant work experience at senior Management level or 7 years work experience at middle management level. **Job Training:** **Prerequisite:**
	11.2 Key Attributes (Personal Qualities): **1. Knowledge** - Customer and personal service - Administration and Management - Personnel and Human resources **2. Skills** - Speaking talk to others to convey information effectively - Active listening - Social perceptiveness - Monitoring - Critical thinking - Learning strategies - Negotiation - Persuasion **3. Attributes** - Efficient - Effective

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	- Innovative - Creative - Approachable

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