


GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Foreign Affairs and Immigration		
2. Position Title: Assistant Protocol Officer	3. Salary Level: L 15-14	4. Division: Cooperate Service
5. Reports To: Senior Assistant Secretary	6. Direct Reports: Registry Staff	
7. Primary Objective of the Position: To assist the protocol officer on all Protocol and corporate service responsibilities including external travel arrangements and logistics for the Beretitenti, organising high level visits ensuring that proper protocols are accorded, serving and looking after the VIP lounge at the Airport.		
8. Position Overview		
9. Financial: N/A	10. Legal: Diplomatic Privileges- Vienna Convention Act 1996 (revised 2004) : Consular Relations- Vienna Conventions Act 1999 : Foreign Representative- Privileges and Immunities Act 1967 (revised 1995) : International Organisations- Privileges and Immunities Act 1992 : Diplomatic and Consular Officers – Oath and Fees Act (Revised in 1988) : Chemical Weapon Act 2005 : Passport act : Immigration ordinance : Citizenship act	
11. Internal Stakeholders: <ul style="list-style-type: none"> - Registry staff - Driver - Account staff - Secretary - Deputy Secretary - Senior Assistant Secretary - Director of Aota Pacific 	12. External Stakeholders: <ul style="list-style-type: none"> • Travel agencies • Customers 	

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.

Approved by: 	Date of Issue: 28/07/15
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- Protocol

To be referred to Manager:

- Day to day activities- catering for state House functions, catering for VIP Lounge, air ticket and accommodation bookings, organising H.E's gifts.
- To get clearance on other issues requiring Senior Officials involvements when PO is not available, such as on leave or on Official Commitments. (Secretary DS, SAS, DAP)
- Weekly- to get weekly plans or to get confirmations on delegations list or flight details and programs from PO

To be referred to Manager:

- Booking and arrange HE's flight commitments and assist foreign and local customers for their overseas travel including their visas and others.

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KDP/RPA: eg. 1. Human Resource Development and 5. Good Governance
- MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities

Major Activities/Duties

Performance Measures/Outcomes

1. Multilateral Affairs & Asia Pacific
2. Immigration

- Bonriki International for VIPS
1. Sending diplomatic notes (port courtesies and security requests)
 2. Liaising with immigration on incoming aircrafts for clearance and immigration works.

1. Timely requests sent.
2. Timely requests sent

14. Key Challenges

- Working after hours (state house function, serving at VIP Lounge)

14. Selection Criteria

14.1 POR (Position Qualification Requirement):

Education: Form 6 Certificates / Form 5 with 1 year relevant experience

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- Ability to speak in front of high level audience
- Providing high standard protocol service required for the Beneficiary.

14.2 Key Attributes (Personal Qualities):

Knowledge

- Proficient in both written and spoken of the Kiribati and English Language
- Knowledge of the Kiribati Customs and Tradition
- Ability to handle pressure
- Customer and Personal Service
- Computer Literate
- Clerical

Skills

- Active Listening
- Speaking
- Social Perceptiveness
- Coordination
- Service orientation

Attributes

- Helpful
- Creative/ open minded and organised
- Hard-working/ Strength & Strong
- Responsible
- Patient
- Punctual
- Teamwork
- Maturity

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Date of Issue:

28/07/16

