

GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION

1. Ministry: Public Service Office

2. Position Title: Registry  
Clerk/Receptionist

3. Salary Level: L18-15/14-12

4. Division: Common Cadre, All Ministries

5. Reports To: Office Manager

6. Direct Reports: Nil

7. Primary Objective of the Position:

To ensure that administrative support is provided at all times, and all activities within the Registry Office is carried out accordingly

8. Position Overview

9. Financial: Nil

10. Internal Stakeholders:

- Ministry Staff
- Executive Assistant
- Head of Departments
- Assistant Secretary
- DG/SA

To be referred to Manager:

- Establishing and maintaining a filing system
- Maintaining reference information in database form such as file index and the IT index etc.
- Allocation of incoming mails to appropriate and bring up to assigned officers.
- Photocopying and typing work if required
- Assisting in maintaining files, records and correspondence in a confidential manner

10. Legal: Administrative Act

11. External Stakeholders:

- Other Ministry - Ministry Staff (Registry Staff, AS, GAS, DG, Account Staff)

To be referred to Manager:

- Allocation of incoming mails to appropriate and bring up to assigned officers.
- Photocopying and typing work if required

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.



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**4. Key Challenges**

The post holder is expected to work more hours when and if required and will be dealing with difficult customers.

The post holder may be involved in the Ministry's social functions with members of the social committee, take part in the singing and dancing competition part and any other committee may operate outside working hours.

**11. Selection Criteria**

**11.1 FOR Position Qualification Requirement**  
 Education: Post holder must have a minimum of 1 year relevant work experience of the certificate in office skills or certificate in business.

**11.2 Key Attributes/Personal Qualities**

1. Knowledge
  - Knowledge of local office operations, procedures and products
  - English language
  - Computers

**2. Skills**

- Should possess good computing skills with competence in Microsoft Word, Excel and use of the Internet
- Ability to both English and Kiribati language
- The ability to keep records
- The ability to deal with correspondence
- The ability to deal and amend simple budgets

**3. Attributes**

- Analytical
- Efficient & effective
- Innovative
- Hard working and dedicated

*The position description requires a computer literacy but not a certificate holder of the key attributes of the job. It is our expectation that you may be required to perform additional duties as required.*