

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Commerce Industry and Cooperatives		
2. Position Title: Assistant Investment Officer	3. Salary Level: 15-14/ 13-12	4. Division: Investment Promotion Division
5. Reports To: Senior Investment Promotion Officer	6. Direct Reports: Investment Promotion Officer	
7. Primary Objective of the Position: To assist and contribute to the achievement of the Division's goals and objectives.		

8. Position Overview	
9. Financial: N/A	10. Legal: Foreign Investment Act 1985
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> Investment Officer, Senior Investment Promotion Officer (SIPO) Director BPC Business and Company Regulatory Division AS,SAS,DS, Secretary <p>To be referred to Manager:</p> <ul style="list-style-type: none"> Promotion and implementation activities in Outer Island to enhance Investment Ensure the division work within Budget and to abide with Procurement procedure. Assist the Investment Officer in all aspect of foreign investment in Kiribati 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> Government Ministries KCCI OAG Existing Foreign Investors KPS <p>To be referred to Manager</p> <ul style="list-style-type: none"> After care of foreign investors Undertake market survey Assist the immediate supervisor for first and second half report of Foreign investors Assist in facilitating FIC meeting Seek and follow up legal advice on matters related to foreign investment.

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:

28/11/19

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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: Economic Growth and Poverty Reduction ▪ MOP Outcome: Annual report ▪ Divisional/Departmental/Unit Plan: Human Resource Development 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>i) Business Promotion Center, Investment Promotion Division</p>	<p>i) Assist the Investment Promotion Officer to ensure the Division key objectives and responsibilities are achieved</p> <p>ii) Marketing survey</p> <p>iii) Provide assistance to facilitate FIC meeting</p> <p>iv) Assist in monitoring and inspection of Foreign Investor's annual performance</p> <p>v) Answer clients queries on foreign investment activities in Kiribati in the most effective customer service</p> <p>vi) Ensure all assets of the divisions are well kept and managed</p> <p>vii) Assist in Exploring best practice on promotion activities</p> <p>viii) Carry out promotion activities, business survey and island profiling in outer island and identification of gap and potential sectors.</p> <p>ix) Carry out survey for business awards to foreign investors</p> <p>x) To undertake any other duties that may be required by the Investment Promotion Officer/Senior Investment Promotion Officer</p>	<p>i) Objectives achieved</p> <p>ii) Analyze and Report gap and potential sectors</p> <p>iii) FIC meeting conducted</p> <p>iv) Reporting foreign investors performance</p> <p>v) Satisfied customers and no complaints received</p> <p>vi) Recording and updating of the division asset</p> <p>vii) No of best practice adopted</p> <p>viii) No of promotion activities carried out. Gaps and potential sectors identified and reported to immediate supervisor</p> <p>ix) Best foreign investor awarded</p> <p>x) Any other duties are attended effectively.</p>
<p>ii) Budget, MSP and KDP implementation</p>	<p>i) Assist to ensure all objectives are fulfilled within budget allocation</p>	<p>i) Annual report</p> <p>ii) Budget</p>

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	<ul style="list-style-type: none"> ii) Assist immediate supervisors to gather information required for the development of Budget, MSP and KDP iii) Assist in the implementation 	
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<p>10. Key Challenges</p> <ul style="list-style-type: none"> • Any other duties assigned by immediate supervisors (Investment Officer, and Senior Investment Officer) 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education: Form 7 Experience: N/A Job Training: N/A Prerequisite: N/A</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> - Innovative - Competent with Microsoft word, Microsoft excel and other Microsoft office and all internet amenities. <p>2. Skills:</p> <ul style="list-style-type: none"> - People management skills - Ability to carry out the after care of foreign investors and to assist in the implementation of all aspect of foreign investment in Kiribati. - Fluency in both English and Kiribati language
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	<ul style="list-style-type: none">- Active Listening3. Attributes- Ability to respect- Reliable and trustworthy.- Flexible- Must be punctual, energetic, creative and enthusiastic about work.
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