

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Commerce, Industry and Cooperatives		
2. Position Title: Assistant Metrology Officer	3. Salary Level: L15-14/13-12	4. Division: Consumer Protection Division (CRD)
Reports To: Senior Consumer Protection Officer	5. Direct Reports: Metrology Officer	
6. Primary Objective of the Position: To Coordinate in the overall administration of the Weight and Measure Act 1984, respective advisory service and technical support on standard of weight and measurement to Consumers or the business community related matters.		

7. Position Overview:	
8. Financial: N/A	9. Legal: Weight and Measure Act 1984.
<p>10. Internal Stakeholders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Honorable Minister <input type="checkbox"/> MCIC Secretary <input type="checkbox"/> MCIC Deputy Secretary <input type="checkbox"/> Director BRC <input type="checkbox"/> MCIC Staff <p>To be referred to Managers:</p> <ul style="list-style-type: none"> ● Amendments to Weight and Measure Act 1984 ● Budget of the division 	<p>11. External Stakeholders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Office of Attorney General (OAG) <input type="checkbox"/> Ministry of Internal Affairs (Cultural Division) <input type="checkbox"/> Ministry of Finance, Economic and Development (MFED) <input type="checkbox"/> Consumer International (CI) <p>To be referral to Managers:</p> <ul style="list-style-type: none"> ● Consultation meeting held/conducted by Consumer International (CI) and other related offshore organizations. ● Submission of Law review and other development in the legislation.

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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Review of Weight and Measure Act 1984	Assist on the review of the Weight and Measure Act 1984	Weight and Measure Act 1984 to be amended.
2. Weight and Measure compliance inspection	Conducting, business inspections to scheduled islands/location to ensure that business are comply with the required standard prescribed under the Weight and Measure Act 1984	Number of inspections Monthly
3. Weight and Measure quality standard awareness program	Assist in the awareness programs to educate and empower Consumers on the appropriate measurement and Weight of their goods and services.	Assist with the awareness and inspection report conducted by the team and report.
4. Dealing with consumers incoming complains related to Weight and Measure.	Deal with Consumers Complaints and provide appropriate support and advice to address the issue.	To be efficient in dealing with consumers complaints and ensure that Consumers are satisfied by the service
5. Create and update Consumers complaint on Weight and Measure	updating on complaint regarding Weight and Measure issues.	Monthly update on complaints are submitted to SRO FTRD
6. Create Weight and Measure	Maintain the database on Measurement and Weight	

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complaints database	complaints from consumers. Other task assigned by immediate supervisor.	CrWeight and Measure Database and updated regularly on a timely basis
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10. Key Challenges	11. Selection Criteria
<p>Ensure to perform the job professionally and willing to engage other responsibility under the direction by his or her Supervisor or Senior Staff from time to time.</p> <p>Working outside normal working hours at times where there is need.</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Form 6 Certificate Job Training: N/A Prerequisite: N/A</p>

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	<p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none">1. Knowledge<ul style="list-style-type: none">- English language- Customer service- Computer2. Skills<ul style="list-style-type: none">- Good computing skills with competence in Microsoft word, Excel, database and use of the internet- Fluent in both English and Kiribati Language- Active listening- Reading Comprehension3. Attributes<ul style="list-style-type: none">- Hardworking and committed- Efficient and effective- Pro- active- Cooperative- Creative- punctual
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Approved by:

Date of Issue: 28/04/2017