

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Assistant Secretary	3. Salary Level: 10-9/8-7	4. Division: HQ Admin
5. Reports To: SAS/DS	6. Direct Reports: Office Manager	
7. Primary Objective of the Position: To provide administrative support to the Ministry to enable the delivery of quality services to clients, the ongoing delivery of services and the achievement of MOP objectives on time and within budget.		

8. Position Overview		
9. Financial: \$10,000	10. Legal: Administrative Act	
11. Internal Stakeholders: - Ministry staffs - Executive Assistant - Head of Departments - DS/SAS	12. External Stakeholders: - Private companies - Other Ministries - Account staffs - Government/ Non-Government Agencies	
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 1:Human Resource Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

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.

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1. Ministry Administration	<ul style="list-style-type: none"> • Prepare correspondences, speeches, internal reports and information papers • Assist in the following <ul style="list-style-type: none"> - Allocation of resources (transport, stationery, computers) - Monitoring of budget expenditure - Develop and monitor the leave roster, attendance, and management of leave - Answer staff queries on entitlements and responsibilities - Preparation of LPO - General ministry administration 	<p>All required reports and submitted in the required format on time.</p> <p>Staff queries accurately answered within 2 days of receipt.</p>
2. MOP and KDP Implementation	<ul style="list-style-type: none"> • Assist with the development and submission of projects proposals to achieve MOP and KDP goals • Assist with the implementation and monitoring of projects, including budget expenditure and acquittal. • Assist with the development and monitoring of the budget, MOP and other Ministry planning matters 	<p>Budget reports prepared on time</p> <p>MOP progress reports compiled and presented on time.</p>
3. HR Management Framework implementation	<ul style="list-style-type: none"> • Assist the ministry in the implementation of the HR framework • Assist with the development of the Ministry HRD and Workforce plans • Implement the NCS consistently for all staff 	<p>Ministry workforce plan implemented</p>
4. Performance Management/ Evaluation	<ul style="list-style-type: none"> • Assess admin performance of staff within the Ministry • Evaluation report on staff performance to be filled and completed 	<p>SPAs are submitted on time.</p>

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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> - Coordinate administrative activities under the direction of senior staff, to ensure ministry objectives are met. This may involve providing advice to technical staff on entitlement, policy and procedure for administration matters. - At peck time, additional working hours may be required to meet deadlines. Overtime is not applicable - The post holder may be required to undertake research, with central agencies or online to develop information and discussion papers for consideration by the Ministry 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree with a mayor in Management/ Administrative or related fields as follows- Degree in Economics, Accounting, Sociology, History Politics, Public Administration and Human Resources</p> <p>Management of a Degree in any related fields with at least 1 management course/unit completed.</p> <hr/> <p>11.2 Key Attributes (Personal Qualities): The post holder should possess:</p> <ol style="list-style-type: none"> 1. Knowledge <ul style="list-style-type: none"> - Basic office operations, office courtesy and protocols - Customer and Personal Service - English language - Computers 2. Skills <ul style="list-style-type: none"> - Good computing skills with competence in Microsoft Word, Excel and use of the internet - Fluency in both English and Kiribati language - Ability to keep records

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