

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Commerce, Industry and Cooperatives		
2. Position Title: Cooperative Promotion officer	3. Salary Level: L11-10/9-7	Division: Business & Cooperatives Divisions
4. Reports To: Senior Business Promotion officer, Director BPC	5. Direct Reports: Assistant Cooperative Promotion officer	
6. Primary Objective of the Position: To assist the division to achieve its desired mission of contributing to the economic and social development by promoting cooperative movement and providing support services to cooperative societies.		

7. Position Overview	
9. Financial: NIL	10. Legal: Credit Union Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Secretary, DS • Business & Cooperatives Promotion Staffs • Director BPC • Accounting Unit Staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Attending to cooperative issues according to the Registrar of Cooperatives/ Permanent Secretary's • Seeking approval for other related issues • Any other related issues beyond his/her control 	12. External Stakeholders: <ul style="list-style-type: none"> • Mayors/Clerks • Communities • Cooperatives boards • Island Council treasurers • Councilors <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Assistance to be provided to the stakeholders • Any other activities that required by him from these bodies.
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: 	

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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Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • Increased awareness in cooperative ideals and their usage or applications to enhance economic and social development • Increased usage of a cooperative set up to facilitate viable business endeavors • Improved success rates of cooperative societies • Improved efficiency and effectiveness of cooperative society's staff and increased understanding of its members 	<ul style="list-style-type: none"> • Assist in formulating & implementation of action plans for the development of in-active societies, active & newly societies • To conduct training & cooperative awareness programs • Assist in the appraisal of training needs for cooperative society's staff and members • To give advisory & consultancy services to cooperative society's staff and members • Assist in identification of potential sectors that could be developed into viable business endeavors • To monitor the status of cooperative societies • Supervise work of subordinate staff under his/her charge • Perform any other duties as required by superior officers 	<p>Day to day:</p> <p>A timely report on any urgent matters raised by cooperatives or other issues related to the development of cooperatives.</p> <p>Weekly report:</p> <p>A weekly report to be submitted to SBPO on every Friday for compiling of BPD Weekly report for OIC/Permanent Secretary perusal.</p> <p>Tour report:</p> <p>The tour report to be completed one week after the trip and submitted to the OIC/Permanent Secretary</p> <p>Output:</p> <p>Abrupt To be punctual, resourceful and efficient in performing her major tasks/assigned tasks.</p>

14. Key Challenges	15. Selection Criteria
	11.1 PQR (Position Qualification Requirement):

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<ul style="list-style-type: none">• Coordinate administrative activities and other task and responsibilities under the direction of senior staff or DS/PS to ensure ministry objectives are met.• Additional working hours may be required to meet deadlines.• Overtime is not applicable.	<p>Education: Degree in Accounting, Economics, Management, Business and Tourism Studies or Political and Social Studies.</p> <p>Experience: Accounting and computer literate work experience as the post holder is to involve with reconciliation of credit union accounts using Microsoft excel.</p> <p>Job Training: Have undergone course training on management related fields.</p> <p>Prerequisite:</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">• Fluent in both English and Kiribati Language• Education and Training <p>2. Skills:</p> <ul style="list-style-type: none">• Active listening• Critical Thinking• Instructing• Complex problem solving, Speaking <p>3. Attributes</p> <ul style="list-style-type: none">• Efficient• Analytical thinking• Teamwork• Creative, energetic and enthusiastic about work• Willingness to work after hours.
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