

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Employment and Human Resources		
2. Position Title: Labour Officer (PLS)	3. Salary Level: Level 10/9-7	4. Division: Labour Division (Overseas Employment Unit)
5. Reports To: Secretary, Director of Labour, Senior Labour Officer		6. Direct Reports: Senior Labour Officer
7. Primary Objective of the Position: The purpose of the post is to assist the Senior Labour Officer in managing the Pacific Labour Scheme that is expanded to health care and fisheries sector in Australia and to act as the point of contact to palladium and other important stakeholders. This will positively impacted the employment schemes abroad.		
8. Position Overview		
9. Financial:		10. Legal: N/A
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director of Labour • Overseas Employment Unit Team at the Ministry • LMIM staffs • Account officers at the Ministry • KIT/ESS • MTC- Panel Physician To be referred to Manager <ul style="list-style-type: none"> • Complex requests for information • Requests relating to workforce planning or performance management • Changes in divisional work-plan 		12. External Stakeholders: <ul style="list-style-type: none"> • Palladium • Australian Employers in different sectors • Australian Government - Department of Jobs and Small Business • Department of Foreign Affairs and Trade (DFAT) • KHFA • Incoming client/customer To be referred to Manager

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

Approved by:

Date of Issue:

<ul style="list-style-type: none"> • Candidates recommended for PLS 		
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: 1 Human Resources Development and ▪ KPA: 2 Economic Growth and Poverty Reductions 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Communicating with Employers/DJSB Staff and other important stakeholders	<ol style="list-style-type: none"> 1. Attentive, committed and proactive to any request from Employer/ DJSB Staff when needed 2. Provide any assistance when needed 3. Alert to all communications that are related to new sectors 	High levels of satisfaction and engagement from Employers and other important stakeholders
Administration of Pacific Labour Scheme	<ol style="list-style-type: none"> 1. To take the lead in the preparation of the workers from the pre-selection process to the mobilization stage. <ul style="list-style-type: none"> - Hospitality sector - Fisheries sector - Health Care - Others 	Zero delayed process – Timely facilitation of workers paperwork.
Training preparations with KIT/ESS	<ol style="list-style-type: none"> 1. To draw up training schedules for all workers 2. Liaising with KIT/ESS on fixed training dates 3. Monitoring of trainees attendance 4. Organizing pre-departure closing event 	Workers are prepared well ahead before final recruitment and mobilization. Work ready
Monitoring of PLS workers performance	<ol style="list-style-type: none"> 1. Attend to all complex issues/concerns that may arise from workers from time to time. 2. Provide sound and informed advice 3. Refer complex queries to other members of the team to address 4. Performance monitoring through on site visit 	All queries/concerned responded, workers are satisfied and performance is optimized.

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:

Investigation of urgent issues/matters with RSE employers/workers and liaise with the MBIE in New Zealand and the MEHR accordingly	<ol style="list-style-type: none"> 1. Working cooperatively with Employers and RSE workers, discuss and solving issues/matters 2. Inform MEHR for any issues/concern related to our RSE workers and for our staff from MEHR affecting our Employers or Workers 3. Solving problems and Resolving conflicts or matters/issues between Employers and RSE workers 	<p>Reduce issues between Employers and workers or MEHR's staff</p> <p>Employer is satisfied</p>
Provide report and update of every visit to MEHR	<ol style="list-style-type: none"> 1. Attending PLS related meetings domestically and joining overseas visits 2. Attending meetings/trips domestically that may be assigned to from time to time 3. Provide and submit report of the all overseas and domestic visits to the Ministry 	MEHR is keeping updated on every visit by the Employer, well informed.
14. Key Challenges	15. Selection Criteria	
<ol style="list-style-type: none"> 1. Making sure that PLS employers are satisfied with our workers 2. To be able to handle all complex issues that may arise from workers, stakeholders from time to time 3. To be able to work with tight time frames from overseas employers 4. To be able to work after hours during weekdays and weekends if required 	15.1 PQR (Post Qualification Requirement) Qualification: University Degree Experience: Job Training: on the job training	
	15.2 Key Attributes (Personal Qualities): Knowledge:	

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:

	<ul style="list-style-type: none"> • Fluent in English and Kiribati Language • Customer and Personal Service <p>Skills:</p> <ul style="list-style-type: none"> • Active Listening • Management of Personnel Resources • Coordination and Monitoring • Communication • Negotiation • Reporting and Monitoring • Speaking • Writing • Complex Problem Solving • Social Perceptiveness • Time Management • Negotiation <p>Attributes:</p> <ul style="list-style-type: none"> • Integrity • Organize • Stress Tolerance/Patient • Social • Leadership • Honest • Committed
--	---

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: