

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Public Service Office		
2. Position Title: Assistant Secretary	3. Salary Level: L10-9/8-7	4. Division: Policy development and Support Services
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: up to \$10, 000	10. Legal: Medical Act
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> - Ministry Staff - Executive Assistant - Head of Departments - Assistant Secretary (Colleagues) - DS/SAS <p>To be referred to Manager:</p> <ul style="list-style-type: none"> - Allocation of Ministry transport - Responding to straight forward correspondences - Implementation of leave roster - Develop and monitor budgets for projects and small activities - Develop information and briefing papers - Implement conditions of service for staff in the Ministry 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> - Private Companies - Other Ministries: Ministry staff (registry staff, AS/SAS/DS, Account staff) - Government/Non-Governmental Agencies <p>To be referred to Manager</p> <ul style="list-style-type: none"> - Responding to straight forward correspondences - Implementation of leave roster - Queries about staff and other official matters - Issues raised from staff and other involved parties

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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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
<ul style="list-style-type: none"> • Ministry Administration 	<ul style="list-style-type: none"> • Prepare correspondence, speeches, internal reports and information papers 	<ul style="list-style-type: none"> • All required reports prepared and submitted in the required given time
	<ul style="list-style-type: none"> • Assist in the following: <ul style="list-style-type: none"> - Allocation of resources (transport, stationary, computers) - Monitoring of budget expenditure - Develop and monitor the leave roster, attendance and management of leave - Development and monitoring of activity and or project budgets - Answer staff queries on entitlements and responsibilities - Preparation of LPO - General Ministry administration 	<ul style="list-style-type: none"> • Staff queries accurately answered within 2 days of receipt
<ul style="list-style-type: none"> • MOP and KDP implementation 	<ul style="list-style-type: none"> • Assist with the development and submission of project proposals to achieve MOP and KDP goals • Assist with the implementation and monitoring of projects, including budget expenditure and acquittal 	<ul style="list-style-type: none"> • Budget reports prepared on time • MOP progress reports compiled and presented on time

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	<ul style="list-style-type: none"> Assist with the development and monitoring of the budget, MOP and other Ministry planning matters 	
<ul style="list-style-type: none"> Performance Management/Evaluation 	<ul style="list-style-type: none"> Implement the NCS consistently for all staff Assess admin performance of staff within the Ministry Evaluation report on staff performance to be filled and completed 	

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 peak times, additional working hours may be required to meet the 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 Major in Management/ Administration or related fields as follows – Degree in Economics, Accounting, Sociology, History Politics, Public Administration and Human Resource Management or a Degree in any other fields with at least 1 management course/unit completed</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> ○ Knowledge <ul style="list-style-type: none"> - Basic office operations, office courtesy and protocols - Customer and personal service - English language - Computers ○ 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 - Ability to draft simple correspondence - Ability to draft and amend simple budgets

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	<ul style="list-style-type: none">- Active listening- Reading comprehension- Social perceptiveness- Social perceptiveness○ Attributes- Efficient- Effective- Innovative- Vigilant- Creative- Approachable- Cooperative- Fair- Hardworking and dedicated- Sharing- Interested in meeting people
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