

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry: Ministry of Justice:- Office of Superintendent</b>			
<b>2. Position Title: Correctional Officer - Admin</b>	<b>3. Salary Level: L16-15/14-13</b>	<b>4. Division: Office of Superintendent</b>	
<b>5. Reports To: Sergeant – Logistics and Training (Admin)</b>	<b>6. Direct Reports: Nil</b>		
<p><b>7. Primary Objective of the Position:</b> To provide secure &amp; humane detention for prisoners at a Prison Station, ensuring that discipline and good order is maintained and that prison regulations are obeyed. This position reports to the Sergeant at a Prison and is at an operational level. The correctional officer deals with administering and running the daily routine of the prison, which includes supervision of work parties, security duties and prison patrols.</p>			
<b>8. Position Overview</b>			
<b>9. Financial: Nil</b>			
<p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Superintendent/Secretary</li> <li>• ASPs</li> <li>• Inspectors</li> <li>• Sergeant</li> </ul>		<p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Local Communities</li> <li>• Rehabilitation Sectors</li> <li>• Inmates' family</li> </ul>	
<p><b>13. To be referred to Manager:</b></p> <ul style="list-style-type: none"> <li>- Incidents/accidents/hazards need to be reported to senior staff</li> <li>- Inability to attend shift need to be notified to senior staff 3 hours prior to shift start time</li> </ul>		<p><b>14. Without Referral to Manager</b></p> <ul style="list-style-type: none"> <li>- Arrest of runaway inmates, controlling fights between inmates, transport of inmates with urgent medical needs.</li> <li>- Routine checks, confinement or detainment of inmates on suspicious matters.</li> <li>- Receipt of inmates with court certification into prison</li> </ul>	
<b>15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>			

*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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- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
<p>In situations where there is a female inmate, position holder should overlook the job of male correctional officer which concerns female inmate. This includes conducting regular custodial works and patrols in the prison compound, assisting the Sergeant and performing gatekeeper duties 24/7.</p>	<ul style="list-style-type: none"> <li>• Assist in the securing of Gate for inmates</li> <li>• Ensure that every prisoner kept in their cells</li> <li>• Control Prisoners while in their cells</li> <li>• Recommend a frequent a medical checkup on a prisoner.</li> <li>• To coordinate inmates undergoing cellular confinement</li> <li>• To carry out referral of offenders to outside hospitals, funeral visits, court cases, and similar cases as directed by sergeant</li> <li>• To set Prisoners ration.</li> <li>• Advise Sergeant of illness existing with prisoners</li> <li>• To supervise working gangs and ensure that they carry out their work and do not misbehave</li> <li>• To coordinate physical training to inmates</li> <li>• Supervise prisoners at work in prison industries and organizes material for them</li> <li>• Undertake other duties as directed.</li> </ul>	<ul style="list-style-type: none"> <li>• Officers should attend to and assist Sergeant to patrol and controlling prisoners while at work or to hospital for medical treatment</li> <li>• Inmate profiling is well maintained.</li> <li>• Supervises prisoner recreational activities and visits</li> <li>• Reports to Sergeant, indiscipline on the part of prisoner.</li> </ul>


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<p>Where there are no Female prisoners, Female correctional officers will transfer to HQs to assist Sergeant logistic</p>	<p>1. To assist with updates Prisoners profile, ordering and developing requisitions, posting and mailing, arranging payments regarding repatriation and transferring of Prisoners.</p> <p>2. Assist in any other tasks required by Sergeant Logistic.</p>	<p>Support is well maintained on any updates.</p>
<p><b>16. Key Challenges</b></p>		
<p>Maintaining and controlling prisoners at any given time &amp; cost</p> <p>Completing any other tasks assigned within office by supervisor(s).</p>	<p><b>17. Selection Criteria</b></p> <p><b>17.1 PQR (Position Qualification Requirement):</b></p> <ul style="list-style-type: none"> <li>• Form 6 certificate an</li> <li>• Experience in this position is an advantage</li> </ul> <p><b>17.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• Proven integrity</li> <li>• Ability to supervise prisoners and prisons projects</li> <li>• Good standard of physical fitness</li> <li>• Good judgement &amp; decision-making ability</li> <li>• Good oral &amp; written communications</li> <li>• Good negotiation skills It would be highly desirable for the incumbent to have the following qualifications</li> <li>• Supervision training</li> <li>• Training in prison management and administration</li> </ul>	

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