

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

<b>1. Ministry: Ministry of Employment and Human Resources</b>		
<b>2. Position Title:</b> Labour Officer	<b>3. Salary Level:</b> 10/9-7	<b>4. Division:</b> Labour Division
<b>5. Reports To:</b> Senior Labour Policy Officer	<b>6. Direct Reports:</b> Director of Labour/Secretary	
<b>7. Primary Objective of the Position:</b>		
<p>To support and assist the Senior Labour Policy Officer and Director of Labour in the efficient implementation of the routine duties and responsibilities of the Workplace Relations Unit.</p>		

<b>8. Position Overview</b>	
<p><b>9. Financial:</b> Nil</p>	<p><b>10 Legal:</b> Kiribati National Conditions of Service 2012 Employment and Industrial Relations Code 2015</p>
<p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>i. Secretary</li> <li>ii. Deputy Secretary</li> <li>iii. Director of Labour</li> <li>iv. Other staff from MEHR HQ and Divisions</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>i. Matters that require approval from HOD</li> </ul>	<p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>i. Daily clients</li> <li>ii. Trade Unions</li> <li>iii. Employer Organizations</li> <li>iv. Government Ministries, SOEs and private sectors</li> <li>v. Recruiting Agencies</li> <li>vi. Island Councils</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>i. High level of decision making and coordination of the relevant activities.</li> </ul>

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**13. KEY ACCOUNTABILITIES** *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA: 1 Human Resources Development and  
KPA: 2 Economic Growth and Poverty Reductions*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Labour Awareness, Consultation and Workshop	<ul style="list-style-type: none"> <li>• Conduct awareness and consultation workshop on EIRC and its Regulations to Employers and Employees in the Public and Private Sector throughout Kiribati</li> <li>• Conduct awareness to fishers and recruiting agencies</li> <li>• Provide Labour information to be updated on the Website</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop Conducted/queries addressed</li> <li>• Workshop Conducted/queries addressed</li> <li>• Awareness Conducted/queries addressed</li> <li>• Awareness Conducted/queries addressed</li> <li>• Radio awareness aired regularly</li> <li>• Information updated regularly</li> <li>• Consultation conducted</li> <li>• Meeting convened</li> <li>• Awareness workshop convened</li> <li>• Consultation conducted</li> </ul>
Labour laws and regulation review	<ul style="list-style-type: none"> <li>• Conduct consultation with stakeholders on EIRC and Regulations review</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation workshop convened</li> </ul>
Recruiting Agencies	<ul style="list-style-type: none"> <li>• Monitor registration of new recruiting agencies</li> </ul>	<ul style="list-style-type: none"> <li>• No of Recruiting agencies registered</li> </ul>

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	<ul style="list-style-type: none"> <li>• Reviewing of agencies prior license condition</li> <li>• Facilitate renewal of Recruiting Agency Licenses</li> <li>• Conduct Annual MLC, 2006 Audit to Seafarers Agencies</li> <li>• Conduct Recruiting Agencies quarterly meetings</li> <li>• Keep record of crews working with registered agencies</li> <li>• Assist with Rec Agencies crew change requests</li> <li>• Monitoring compliance of all agencies</li> <li>• Refer cases to KPS for prosecution</li> <li>• Conduct quarterly meetings with Recruiting Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• No of Recruiting agencies reviewed</li> <li>• License renewed</li> <li>• All Recruiting Agencies audited</li> <li>• Meeting convened quarterly</li> <li>• Records updated</li> <li>• Assistance provided</li> <li>• Agencies monitored</li> <li>• Cases referred for prosecution</li> <li>• Meetings convened as scheduled</li> </ul>
Decent Work Advisory Board	<ul style="list-style-type: none"> <li>• Provide administrative support and logistics for the Board's quarterly meetings</li> <li>• Keep record of Meetings to be documented and disseminating meeting minutes to members</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting convened as scheduled</li> <li>• Records updated and meeting minutes disseminated to members</li> </ul>
Trade Union & Employers Organization Registration	<ul style="list-style-type: none"> <li>• Facilitate registration of trade unions &amp; employer organizations</li> <li>• Provide submission of TU's audited account report to Registrar</li> <li>• Provide Monitoring &amp; Coordination assistance for TU &amp; EO priorities with ILO</li> </ul>	<ul style="list-style-type: none"> <li>• No of newly TU &amp; EO registered</li> <li>• Audit account submitted</li> <li>• TU &amp; EO priorities monitored</li> </ul>
Employment Dispute	<ul style="list-style-type: none"> <li>• Assessing and handling employment dispute cases</li> <li>• Provide sequence of events on the employment dispute</li> </ul>	<ul style="list-style-type: none"> <li>• Dispute cases settled</li> <li>• Employment dispute sequence of event provided</li> </ul>
Daily customer service	<ul style="list-style-type: none"> <li>• Receive and handle complaints from public</li> </ul>	<ul style="list-style-type: none"> <li>• Complaints addressed promptly</li> </ul>

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Preparation of ILO Reports and meeting standards-related ILO obligations	<ul style="list-style-type: none"> <li>• Collection of information required for ILO reports.</li> <li>• Preparation and submission of reports to ILO.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports submitted</li> </ul>
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10. Key Challenges	11. Selection Criteria
<p>To accomplish tasks assigned from time to time</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <p>Bachelor’s Degree in Management and Industrial Relations or Bachelor’s of Art in Legal Studies</p> <p><b>Experience:</b></p> <p>Experience in any legal related background</p> <p><b>Job Training:</b></p> <p>On the job training</p>

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	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"><li>• English and Kiribati language</li><li>• Understanding of TVET both locally and internationally</li></ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"><li>• Active listening</li><li>• Management of Personnel Resources</li><li>• Coordination</li><li>• Communication</li><li>• Negotiation</li><li>• Reporting</li><li>• Monitoring</li><li>• Complex Problem Solving</li><li>• Time Management</li><li>• Quick learner</li><li>• Innovative</li><li>• Creative</li><li>• Team player</li></ul> <p><b>3. Attributes</b></p>

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	<ul style="list-style-type: none"><li>• Integrity</li><li>• Organise</li><li>• Stress tolerance/Patient</li><li>• Social</li><li>• Leadership</li><li>• Honest</li><li>• Committed</li></ul>
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