

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Employment & Human Resource		
2. Position Title: SAS	3. Salary Level: L6 -5	4. Division: Administration
5. Reports To: Secretary	6. Direct Reports:	
7. Primary Objective of the Position: To ensure that the Ministry enhances and sustains a quality service to all clients through policy / legal documents and that the MOP/MSP/KDP objectives are achieved within budget allocations in order to contribute to the achievement of Government goals and objectives		

8. Position Overview	
9. Financial:	10. Legal: NCS 2021, Financial Regulations , GOK Policy and Procedures
11. Internal Stakeholders: -staff within the Ministry - To be referred -Matters that require approval from Sec /OIC and DS	12. External Stakeholders: -all line Ministries -Donors -NGO's To be referred to Manager:. High level of decision making and coordination of the relevant activities such as Budget, Progress Report, MOP,MSP, KDP, Project Proposals and Cabinet Paper

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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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1.Ministry Administration	<ul style="list-style-type: none"> • Allocation of resources (transport and computers • Monitoring of Ministry recurrent budget • Preparation of MOP progress reports • Answer staff queries on entitlements and responsibilities • Assist the Secretary in all Ministry administration 	<ul style="list-style-type: none"> • Budget reports prepared and presented accurately and on time • MOP progress reports compiled and presented on time • Staff queries accurately answered within 2 days of receipt • Ministry administration is accurate, timely and in accordance with Legal documents • Personnel Management is accurately dealt with in line with public service Human Resource Management practices and systems.
2.MOP and KDP Implementation	<ul style="list-style-type: none"> • Coordinate the development and submission of project proposals to achieve the MOP and KDP goals • Supervise the Implementation of approved projects including budget expenditure and acquittal 	<ul style="list-style-type: none"> • All identified activities have project proposals submitted. • Amendments required by NEPO are attended to within 2 weeks of advice by NEPO • Project reports and funds acquittal are submitted on time
3.HR Management Framework implementation	<ul style="list-style-type: none"> • Assist the secretary in the implementation of the HR Management Framework in the Ministry 	<ul style="list-style-type: none"> • People management is accurately dealt with in line with Ministry HR Management framework

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14. Key Challenges	15. Selection Criteria
<p style="text-align: center;">GOVERNMENT OF KIRIBATI</p> <p style="text-align: center;">POSITION DESCRIPTION</p> <ul style="list-style-type: none"> - A key challenge of the post is coordinating administration activities of the Ministry to ensure that technical staff can perform their roles effectively and efficiently. This May include providing timely advice to technical staff on administrative matter -At peak work times, additional working hours may be required to meet deadlines . Overtime is not payable. - the post is occasionally required to liaise to with Central Agencies such as PSO and MFED to ensure that the Ministry complies with all policy and procedural requirements. - able to take on additional tasks assigned from time to time 	<p>15.1 Key Attributes (Education Qualification Requirement):</p> <p>Education</p> <p>Degree in Management and Public Administration Plus other related field with 3 years post degree work experience in middle management level.</p>
	<p>15.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge:</p> <ul style="list-style-type: none"> -Customer and Personal Service - Administration and Management -Personal and Human Resource <p>2. Skills:</p> <ul style="list-style-type: none"> -Good monitoring and critical thinking skills - Negotiation -quality writing and communication skills -innovative -Good leadership skills -ability to implement the NCS, Financial Regulations, and other GOK Policy and procedures. <p>3 Attributes:</p> <ul style="list-style-type: none"> -Accountable -Dependable - Focused

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