

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

<b>1. Ministry: Ministry of Internal Affairs</b>		
<b>2. Position Title:</b> Assistant Election Officer	<b>3. Salary Level:</b> L14-12	<b>4. Division:</b> Election Unit
<b>5. Reports to:</b> Senior Election Officers	<b>6. Direct Reports:</b> nil	
<b>Primary Objective of the Position:</b> To assist Senior Election Officer in all related Electoral activities.		
<b>1. Position Overview</b>		
<b>2. Financial:</b>	<b>3. Legal:</b> Election Ordinance Local Government Act Constitution	
<b>4. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Election Unit Staff</li> <li>• Electoral Officers</li> <li>• Electoral Commissioners</li> <li>• HOD's</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>External Stakeholders:</b></li> <li>○ Other Government Ministries</li> <li>○ Island Councils</li> <li>○ Private Sectors</li> <li>○ NGOs</li> <li>○ Local Communities</li> <li>○ Ministry of Justice Staff</li> <li>○ Others</li> </ul>	
<b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>• Election Workplan and budget</li> <li>• Election progress and reports</li> <li>• Reports and Briefings</li> <li>• Cabinet papers</li> </ul>		

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 performed additional duties as required

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- 5. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP, and Divisional Plan)**
- **KDP/KPA:**
  - **MOP Outcomes:**
  - **Divisional/Departmental/Unit Plan:**

<b>Key Result Area</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Administration, Management and Supervisory role	<ol style="list-style-type: none"> <li>1. Assist in developing well planned electoral plans for the Election activity especially on bye election programs and national elections</li> <li>2. Assist in formulating an annual work programme, budget and implementation strategy for the Election Unit</li> <li>3. Assist Senior Election officer in day to day activities and updated progress report for the Election Unit</li> </ol>	<p>All assets of Election Unit are accounted and maintained in good conditions</p> <p>Election schedule and plan</p> <p>Regional and international support on trainings and support to MID</p> <p>Annual workplan, budget and implementation strategy are in place and well managed</p> <p>Briefings, reports and Cabinet papers are in place</p>
Local Government Election	<ol style="list-style-type: none"> <li>4. Ensure that bye election program is in line with the Election Ordinance and Local Government Act</li> <li>5. To conduct a referendum election when the petition comply with section 11A of the LG Act</li> <li>6. To assist with Council requests in regards to the increase in wards and elections</li> </ol>	

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National and Presidential Election	<ol style="list-style-type: none"> <li>7. To provide assistance to the Election Commission</li> <li>8. To assist the preparation of draft program for national and presidential election for electoral commission endorsement</li> <li>9. To assist in distributing the program to electoral officers on outer islands before publication date</li> <li>10. To ensure that all election logistics and requirements are in place.</li> </ol>	
<b>6. Key Challenges</b>	<b>7. Selection Criteria</b>	
To get a transparent and unbiased election result	<b>7.1. PQR (Position Qualifications Requirement: Qualification and Experience: Form 7 Certificate</b>	

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	<p><b>7.2. Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"><li>• Knowledge:<ul style="list-style-type: none"><li>- Good understanding on Election Ordinance and related Acts</li></ul></li><li>• Skills<ul style="list-style-type: none"><li>- Computer skills</li><li>- Office managerial skills</li><li>- Demonstrate oral and written communication skills in both Kiribati and English language</li></ul></li><li>• Attributes<ul style="list-style-type: none"><li>- Efficient and Effective</li><li>- Innovative and proactive</li><li>- Approachable</li><li>- Ability to take initiative and work without supervision</li></ul></li></ul>
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