

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Internal Affairs		3. Salary Level: L10-9/8-7	4. Division: Administration
2. Position Title: Assistant Secretary		6. Direct Reports: Secretary	
5. Reports To: SAS/DS			
7. Primary Objective of the Position: To provide administrative support to the Ministry for a delivery of quality services to its customers (internally and externally) and the achievement of MSP's objectives, according to time frames and allocated budget.			
8. Position Overview			
9. Financial: N/A			
11. Internal Stakeholder: <ul style="list-style-type: none"> - All Ministry Staff including Head of Departments, Administrative and Common Cadre Officers - Island Councils 		12. External Stakeholder: <ul style="list-style-type: none"> - MIA stakeholders including Government Ministries, donor partners, Governmental/Non-Governmental Agencies, Private Sector, etc. 	
Without referral to Manager: <ol style="list-style-type: none"> 1. Allocation of Ministry transports and making sure the logs are always maintained and checked on a daily basis 2. Verification of claims by Staff such as overtimes and to advise on budget 3. Maintenance of the Ministry assets 4. Monitor and report on the attendance of Staff on a weekly basis 5. Supervise the front-line staff 		To be referred to Managers/Supervisors: <ol style="list-style-type: none"> 1. Responding to straight forward correspondences 2. Implementation of leave roster 3. Queries about staff and other official matters 4. Issues raised from staff and other involved parties 	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> - KDP/KPA: 			

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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<ul style="list-style-type: none"> ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 			
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes	
Ministry Administration	<ul style="list-style-type: none"> • Allocation of resources (transport, stationery, computers) and making sure the log books are always maintained and checked on a daily basis and staff comply with the IT Policy. • Verification of claims by Staff such as overtimes and other claims received by the Ministry and to advise on budget • Maintenance of the Ministry assets • Monitor and report on the attendance of Staff on a weekly basis • Supervise front-line staff • Prepare correspondences, speeches, internal reports and Policy papers. • Implement the National Conditions of Service • Chair the Ministry Social Committee 	<ul style="list-style-type: none"> - All required reports - Log books checked - Overtime monitored - Reports, Speeches, correspondences 	
MOP and KDP implementation	<p>Assist with the development and submission of project proposals to achieve MOP and KDP goals.</p> <p>Assist with the implementation and monitoring of projects, including budget expenditure and acquittal.</p> <p>Assist with the development and monitoring of the budget, MSP and other Ministry planning matters.</p>	<ul style="list-style-type: none"> - Budget reports prepared and submitted on time - MSP progress reports compiled and submitted on time. 	

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<p><i>HR Management Framework implementation</i></p>	<p><i>Assist the Ministry in the implementation of the HR framework Assist with the development of the Ministry HRD and Workforce Plans. Implement the NCS consistently for all staff</i></p>	<p><i>HRD Plan and workforce Plans prepared and submitted on time NCS provisions that governs staff training is adhered to</i></p>
<p>14. Key Challenges</p>		
<p><i>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 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. Duties that may be assigned by the SRO from time to time</i></p>	<p>15. Selection Criteria</p> <p>15.1 PQR (Position Qualification Requirement): Qualification and Experience: Degree in Management/Public Administration OR other related fields including a Degree in Economics/Accounting/Sociology/History Politics/Industrial Relations/Human Resource Management.</p> <ul style="list-style-type: none"> - Previous Working Experience in the same field would be an advantage <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> - Fluent in English and Kiribati - Skills in computer use (spreadsheet and word) - Ability to use email and internet. 	

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