

1. <b>Ministry:</b> Ministry of Women, Youth, And Social Affairs	
2. <b>Position Title:</b> Principal Social Welfare Officer	4. <b>Division:</b> Social Welfare Division
3. <b>Salary Level:</b> L 6-5/4	
5. <b>Reports To:</b> Secretary/Deputy Secretary	6. <b>Direct Reports:</b> Senior Social Welfare Officer & Social Benefit Coordinator
7. <b>Primary Objective of the Position:</b> To ensure that Social Welfare services are effectively and efficiently delivered to the public and supportive to the ultimate goal of the MWYSA through a strong team spirit of members of staff and providing a friendly working environment.	

8. <b>Position Overview</b>		
9. <b>Financial:</b> N/A		
11. <b>Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Secretary</li> <li>• Administration Staff</li> <li>• Social Welfare Officers</li> <li>• Senior Social Welfare Officer</li> </ul> <p>To be referred to Manager: To work with the Senior Social Welfare Officer to assist Welfare Officers in:</p> <ul style="list-style-type: none"> <li>• Implementing Ministry's Strategic Plan</li> </ul>	10. <b>Legal:</b>	
		12. <b>External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Ministry of Education, Ministry of Environment, Lands &amp; Agricultural Development</li> <li>• Ministry of Health &amp; Medical Services</li> <li>• Donors (AusAid, NZAid, etc....)</li> <li>• Community</li> </ul>

*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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	<p>policies and laws or required extra budgetary provision.</p> <ul style="list-style-type: none"> <li>• Ensure all clients are provided with effective and efficient services</li> <li>• Ensure a policy and procedure of application and payment is observed and followed</li> <li>• Develop capacity building plan for the Division under the advice from Secretary</li> </ul>	
Welfare & Counselling		
Management of Social Benefit		
People Management		
Administration		
		<ul style="list-style-type: none"> <li>- Client satisfaction</li> <li>- All cases be dealt with within a week of receiving the case</li> <li>- Vehicle looks clean/tidy and in good conditions</li> <li>- Client satisfaction</li> <li>- Monitoring of payment process be done on a daily basis</li> <li>- Evaluation be conducted on a monthly basis</li> <li>- Working tools have to be always up-to-date and relevant to the current circumstance</li> <li>- Budget is appropriately and efficiently utilized</li> </ul>

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<p>Human Resource Management &amp; Development</p>	<ul style="list-style-type: none"> <li>• Motivate staff and help them to enhance their commitment to work and productivity</li> <li>• Build strong team spirit within a division</li> <li>• Develop divisional training plan in consultation with members of staff</li> <li>• Comply at all times with National Conditions of Service</li> </ul>	<ul style="list-style-type: none"> <li>- Counsel staff on a regular basis or whenever one's performance and commitment to work is deteriorated</li> <li>- Staff meeting is held at least once a week</li> <li>- Training plan be addressing the skill gap that exists within the division</li> </ul>
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**10. Key Challenges**

- Delivering a quality service through strong team work
- Professional code of ethics be guiding the behavior of Principal Social Welfare Officer

**11. Selection Criteria**

**11.1 PQR (Position Qualification Requirement):**

- Education: Bachelor degree in the following field:
  - Community services
  - Social Development and Management
  - Counselling and Psychology
  - Social Work
  - Sociology and Management with at least 3 years of experience in Senior Management or 5 years of working experience in Middle Management.

- Possessing counselling experience in desirable

**11.2 Key Attributes (Personal Qualities):**

- Effective counselling
- Consultative, Fluent in Kiribati & English
- Effective team player & walk to talk
- Listen to superiors and as well as subordinates
- Understanding, Flexibility and Initiative

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Date of Issue:

21/07/12