

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

<b>Ministry: Women, Youth and Social Welfare</b>		
<b>1. Position Title:</b> Principal Women's Development Officer	<b>2. Salary Level:</b> L6-5/4	<b>3. Division:</b> Women's Development Division
<b>4. Reports To:</b> Secretary	<b>5. Direct Reports:</b> - Secretary, MWYSA	
<p><b>Primary Objective of the Position:</b> To have overall responsibility for the day to day management and activities of the Women's Development. To ensure that the WDD is well resourced, strengthened and has capacity to develop, implement and monitor programmes in order to improve the livelihoods and status of Women in Kiribati</p>		
<b>6. Position Overview</b>		
<b>9. Financial:</b> \$		
<p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>- NGO Unit (Community)</li> <li>- Youth Division</li> <li>- Disability Unit</li> <li>- Women Development Unit</li> <li>- Sports Division</li> </ul>	<p><b>10. Legal:</b> Family Peace Act 2014, Children, Young People and Family Welfare Act 2012, the National Gender Equality and Women's Development (GEWD) Policy, National Approach to Eliminating Sexual and Gender Based Violence in Kiribati (ESGBV) policy, The Shared Implementation Plan to Eliminate Sexual and Gender Based Violence, the Convention on the Elimination of all forms of Discrimination against women</p> <p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>- Development Partners</li> <li>- Mayors, Island Clerks and ASWO</li> <li>- Key Line Ministries</li> <li>- Donors Agencies &amp; Development partners (AusAid DFAT, Scope Globe, UN Women, NZaid etc)</li> <li>- Women Umbrella AMAK</li> <li>- KFHA and Faith based Organization</li> <li>- Red Cross, Police, Crisis Center (Nawerewere)</li> <li>- AG's Office, OPL, MOE, MHMS</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.*

Approved by: *[Signature]* Date of Issue: 27/07/2017

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<p>Without referred to Manager:</p> <ul style="list-style-type: none"> <li>Monitoring and Evaluation of Women and Gender programs</li> <li>Reporting on Women/Gender projects/programs</li> <li>Monitoring of WDD staff implementation of workplans</li> <li>Running of WDD office</li> </ul>	<p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>Budget preparations</li> <li>DOP preparations and progress reports</li> <li>Cabinet papers</li> <li>Project proposals for Women's programmes</li> </ul>	
<p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP and Motimano)</b></p> <ul style="list-style-type: none"> <li><b>KPA 2 Outcome 1:</b> Increased sustainable economic and improved standard living of I-Kiribati people             <ul style="list-style-type: none"> <li><i>MOTIMANO 9 Public Sector: Youth Empowerment to decent work</i></li> </ul> </li> <li><b>KPA 2: Inclusive Economic Growth and Poverty Reduction</b> <ul style="list-style-type: none"> <li><i>Divisional/Departmental/Unit Plan:</i></li> </ul> </li> </ul>		
<p><b>Key Result Area/Major Responsibilities</b></p> <p>Policy Development</p>	<p><b>Major Activities/Duties</b></p> <ul style="list-style-type: none"> <li>Developing and monitoring of Women/Gender Policies</li> <li>Preparations of briefings, cabinet and discussion papers for Secretary and Minister</li> </ul>	<p><b>Performance Measures/Outcomes</b></p> <p>Women/Gender related policies</p> <p>Number of cabinet papers and briefings prepared by WDD</p> <p>All papers are developed and submitted on time</p>
<p>Strategic Planning and Reporting</p>	<ul style="list-style-type: none"> <li>Develop Strategy and processes that will deliver a range of opportunities for women</li> <li>Develop or contribute to the Ministry Strategic planning process</li> <li>Develop and monitor a yearly DOP for the Women's Development Division</li> </ul>	<p>Completion and submission of a copy of WDD's DOP</p> <p>Submission of report two weeks after the end of the quarter</p> <p>Timely submission of the reports.</p>

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	<ul style="list-style-type: none"> <li>• Provide progress reports on DOP and MOP</li> <li>• Regional and international reporting obligations</li> </ul>	
Resource Management	<ul style="list-style-type: none"> <li>• Manage and Monitor office resources</li> <li>• Efficient use of resources provided</li> <li>• Ensure funding available for project staff</li> </ul>	Record of office resources
Financial Management	<ul style="list-style-type: none"> <li>• Budget preparations</li> <li>• Monitor WDD's monthly account expenditure</li> </ul>	Completed and submitted on time
<b>14. Key Challenges</b>		
<b>15. Selection Criteria</b>		
<ul style="list-style-type: none"> <li>• Ensuring that funding and resources are available on time to implement DOP activities</li> <li>• The coordination of activities or efforts between key stakeholders in order to address women issues</li> <li>• Addressing cultural and structural barriers in order to be able to effectively eliminate gender based violence</li> <li>• Extra working hours with no overtime.</li> </ul>	<p><b>Minimum Qualification and experience:</b>  <b>Degree</b>  <b>Academic Qualification:</b> Degree in Gender ,Community Development, Management, Social Work , Sociology or relevant field approved by MWYSA.  <b>Other skills:</b> Must be able to communicate well both in I-Kiribati and English, be computer literate, should possess strong understanding of community, women and gender issues.            5 years' work experience in the areas of women, gender and /or community development.</p>	

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**Key attributes:**

- Must be dedicated and committed
- Passionate about improving the lives of Women and able to deliver excellent customer service
- Leadership and management abilities
- Have satisfactory service record from past employers
- Mature and able to take initiative
- Must be willing to work under limited supervision and extra hours
- Able to supervise and work as a team.

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