

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Tourism, Commerce, Industry and Cooperatives		
2. Position Title: E-Trade Promotion Officer	3. Salary Level: <u>L15-14/13-12</u>	Division: Trade Promotion Division
4. Reports To: Director BPC, Senior Trade Officer.	5. Direct Reports: Assistant Trade Officer	
<p>6. Primary Objective of the Position: To contribute in developing and implementing strategies to assist stakeholders access the local and international markets through effective e-trade or ecommerce policy and legislation implementation, implementation of the Trade Portal and ensuring alignment of Kiribati with transparency obligations of Trade agreements such as PACER Plus, PICTA, China-Kiribati MoU, any future free trade agreements.</p>		

7. Position Overview	
<p>9. Financial: NIL</p>	<p>10 Legal:</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Secretary, MTCIC, • Deputy Secretary, MTCIC • MTCIC Staff/ Trade Promotion Division Staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Technical and decision beyond capacity and capability • Seeking approval before undertaking extra activities • Any other related issues beyond his/her mandate 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • NTAC: National Trade Advisory Committee Members • ALL Government Ministries • Exporters and Importers • NGOs: KANGO, KCCL, AMAK, UNCTAD • Producer Groups in the Outer islands <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Assistance to be provided to the stakeholders • Providing information related to the Ministry • Any other advices required from these stakeholders

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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Relevant trade Policy legislation in place	<ul style="list-style-type: none"> • <u>Organizing</u> Meetings with relevant stakeholders to support ecommerce policy formulation and/or implementation. • <u>Organizing</u> National Trade Advisory Committee meetings and other relevant subcommittees. 	<ul style="list-style-type: none"> ▪ Ecommerce Policies formulated and measures effectively implemented.
Trade Information Portal	<ul style="list-style-type: none"> • Collect relevant trade-related procedures/legislations to register on the Trade Portal System. Develop the Trade Portal system in collaboration with relevant stakeholders • Understand and master the philosophy of the Trade Portal System. • Learn to use the Trade Portal to content management system in order to register and update data, legislations, texts and images • Regularly verify and update all information published on the Trade Portal System • Organize field visits and undertake public outreach 	<ul style="list-style-type: none"> ▪ Trade Portal System is developed and effectively implemented; ▪ Trade Portal System is kept up-to-date
Linking Procedures to Markets in Tarawa, regional and international	<ul style="list-style-type: none"> • Assist in undertaking ecommerce capacity needs assessment for Producers in the Outer island • Assist in Building capacity of local producers on trade, ecommerce and e-marketing skills • Assist in developing trade information brochures • <u>Provide information</u> on trade/Market information to local producers especially in the Outer Islands. 	<ul style="list-style-type: none"> ▪ Number of ecommerce capacity needs assessments undertaken ▪ Number of capacity building targeting local producers implemented.

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	<ul style="list-style-type: none"> • Building the capacity of local procedures on Distribution and Supply chain management • Mobilizing Local producers to participate in local trade fairs. • Assist in developing ecommerce and trade briefs 	<ul style="list-style-type: none"> - Number of Trade Information Briefs developed and disseminated
Assisting Local producers especially in the Outer Islands in using Ecommerce platforms and digital business operations	<ul style="list-style-type: none"> • Assist in training procedures on economic benefits of ICT in business • Provide training procedures in the Outer islands on Ecommerce skills trainings 	<ul style="list-style-type: none"> - Number trainings on Ecommerce initiatives - Number of projects developed and implemented on Ecommerce - To oversee and coordinate Kiribati participation of overseas trade fairs, expositions, etc.

14. Key Challenges	15. Selection Criteria
Effective teamwork to meet high quality inputs, completing tasks on time to meet deadlines, self-control in dealing with aggressive client/customers.	<p>11.1 PQR (Position Qualification Requirement): Education: <u>Form 6 or Form 5 with 1-year of relevant work experience.</u></p> <p>Experience: Social and keen to work with communities.</p> <p>Job Training: Should have undergone trade related trainings.</p> <p>Prerequisite:</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> • Fluent in both English and Kiribati Language • Education and training

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	<p>2. Skills:</p> <ul style="list-style-type: none">• Active listening• Analytical critical thinking• Instructing• Complex problem solving <p>3. Attributes</p> <ul style="list-style-type: none">• Efficient• Teamwork• Creative, energetic and enthusiastic about work.
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