



**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

<p>1. Ministry: Ministry of Foreign Affairs and Immigration</p>	<p>3. Salary Level: L 11-10/9-7</p>	<p>4. Division: Asia Pacific</p>
<p>2. Position Title: Desk Officer</p>	<p>6. Direct Reports: Registry Staff</p>	
<p>5. Reports To: Deputy Director of Asia Pacific</p>	<p>7. Primary Objective of the Position: To execute activities and functions of the Asia Pacific Division, to work under direct supervision of the Deputy Director of Asia Pacific and Director of Asia Pacific</p>	
<p>8. Position Overview</p>	<p>9. Financial: NA</p>	
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Registry Staff • Director of Asia Pacific • Deputy Director of Asia Pacific • Secretary <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Daily brief on countries related in the Asia Pacific region 	<p>10. Legal: Diplomatic Privileges- Vienna Convention Act 1996 (revised 2004)</p> <ul style="list-style-type: none"> : Consular Relations- Vienna Conventions Act 1999 : Foreign Representative- Privileges and Immunities Act 1967 (revised 1995) : International Organisations- Privileges and Immunities Act 1992 : Diplomatic and Consular Officers - Oath and Fees Act (Revised in 1988) : Chemical Weapon Act 2005 : Passport act : Immigration ordinance : Citizenship act <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • High Commissioner • Other Colleagues- national region and international from local missions. • Asia Pacific countries and organisations and others. • All Kiribati Government Ministries 	

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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<ul style="list-style-type: none"> • Draft policy advice and assessment related to issues concerning the division, either from Director of Asia Pacific or Secretary. • Consultation and development of policy relating to the division, either from Director or Deputy Director of Asia Pacific. 	<p>To be referred to Manager</p> <ul style="list-style-type: none"> • Consultations on improving and developing relationship with countries and organisations in the Asia Pacific Region.
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance ▪ MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1 ▪ Divisional/Departmental/Unit Plan: 	
<p>Key Result Area/Major Responsibilities</p>	<p>Major Activities/Duties</p>
<p>13.1 Asia Pacific area</p>	<ol style="list-style-type: none"> 1. Updating briefs on countries and Organisations within the division's jurisdiction 2. Providing information related to countries and organisations related to the division. 3. Coordinating activities such as high level visit and meetings related to countries and organisations in the division. 4. Researching for information related to the division. 5. Improve communications and diplomatic relations with partners
<p>Performance Measures/Outcomes</p>	<ol style="list-style-type: none"> 1. Timely, quality and reliable briefs and advice 2. Timely advice/ information provided upon request 3. Well organized programs with outstanding customers service when serving official guests and VIPs. 4. Timely, quality and reliable information available within set time frames. 5. Good communications, diplomacy and relations with contact and other partners.
<p>14. Key Challenges</p>	
<ul style="list-style-type: none"> • Providing quality and reliable information (brief) and 	<p>14. Selection Criteria</p> <p>14.1 PQR (Position Qualification Requirement): Education: A Bachelor of Arts (International relations, History</p>


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<p>advice.</p> <ul style="list-style-type: none"> • Keep up with tight schedules and deadlines • Keep up with news updates around the globe 	<p>Politic/International Politics and any other related political science field (study of government, policies, ideologies institutions diplomacy. Law strategy and war.</p>
<p>14.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Proficient in both written and spoken of Kiribati and English • Knowledge of the World and geo politics • Knowledge of the Kiribati customs and traditions • Customer and Personal Service • Computers and Electronics <p>Skills</p> <ul style="list-style-type: none"> • Excellent communications and analytical skills • Ability to make good judgements • Ability to hand high level audience • Ability to handle pressure • Active listening ability • Complex problem solving • Coordination <p>Attributes</p> <ul style="list-style-type: none"> • Efficient and Effective • Strong Analytical thinking • Integrity • Teamwork • Creative • Self-control 	

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