

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Maneaba ni Maungatabu		
2. Position Title: Committee Secretary	3. Salary Level: 11-10/9-7	4. Division: Committee Unit
5. Report To: Clerk	6. Direct Report to: Deputy Clerk, PAC Chairperson and Committee Members	
7. Primary Objective of the Position:		
<p>To provide secretarial work to members of the Public Accounts Committee in performing their scrutiny and oversight role over the Executive branch by examining and auditing the expenditure of the Republic.</p>		

8. Position Overview	
9. Financial: i. Financial Statements of SOEs ii. Audited Reports tabled in Parliament sessions iii. Government's Budget Book	10 Legal: i. Salaries and Allowances ii. Rules of Procedure iii. Constitution of Kiribati
10. Internal Stakeholders: i. Chairperson ii. Committee Members iii. Speaker and Clerk iv. Parliamentary Staff	11. External Stakeholders: i. Auditor General (KAO) ii. Government Ministries. iii. SOEs iv. Island Councils v. Public vi. Other interested Parties.

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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<p>13. To be referred to the Clerk:</p> <ul style="list-style-type: none"> i. Budget of the Committee ii. Overseas training of PAC members iii. Allowances and benefits/entitlements of PAC members. iv. Transport needs for PAC members. v. Support equipment to the Committee. vi. Other related matters. 	<p>14. Without Referral to the Clerk:</p> <ul style="list-style-type: none"> i. Organize daily meetings of PAC. ii. Record of PAC meetings' proceedings. iii. Provide advices to PAC members related to Government/SOEs/Island Councils audited accounts. iv. Organize inquiry sessions on behalf of the Committee. v. Assist Committee members in drafting reports of the Committee. vi. Editing the transcripts of Committee proceedings. vii. Arrange local and overseas travelling and meetings of the Committee. viii. Facilitate PAC related workshops. ix. Serve as Clerk at the Table when required by the Clerk
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15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
i. Committee's report compiled and tabled in Parliament meetings as scheduled.	• Draft budget and annual workplan for the Committee	Committee members perform their duties without difficulties.
ii. Inquiries completed as scheduled.	• Arrange local and overseas trainings of Committee members	Committee members are confident with their responsibilities.
iii. Report of Government accounts are updated.	• Facilitate PAC meetings/workshops/seminar with stakeholders	Greater awareness on the role and functions of PAC
iv. Tabling of Government accounts received in advance.	• Organize daily meetings of the Committee.	PAC and other Committee reports in Parliament on time.

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v. Attended one or two attachments with neighbor Parliaments.	<ul style="list-style-type: none"> Record of the Committee meetings 	Accessibility to copies of PAC reports.
vi. Publication of reports to Committee members, library and interested members of the public.	<ul style="list-style-type: none"> Editing of transcripts of the Committee proceedings. 	
vii.	<ul style="list-style-type: none"> Assist the Committee in drafting and producing reports for the Committee 	
viii. Translation of Oral Questions	<ul style="list-style-type: none"> Assist MPs to translate their Oral questions if needed 	MPs submitted Oral Questions on time
ix. Other duties assigned by the Clerk	<ul style="list-style-type: none"> Facilitating the workshop/trainings/functions of the Maneaba ni Maungatabu Other urgent tasks 	Achieved goals of the Maneaba ni Maungatabu

16. Key Challenges	17. Selection Criteria
<ul style="list-style-type: none"> i. Advising members on legal matters and procedures ii. Work long hours during the sitting of the Committee and Parliament meetings. iii. Give proper advice to the Speaker while serving as Clerk of the Table. iv. Assist in double checking the draft Order Paper. 	<p>17.1 PQR (Position Qualification Requirement):</p> <p>Education: Bachelor's degree in Economics, Accounting, Management, Sociology, History Politics, Law (LLB) or Journalism.</p> <p>Experience: Three or more years in Government or private sectors with the ability to assist in analyzing financial information to Committee members.</p> <p>Job Training:</p>

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	Prerequisite:
	17.2 Key Attributes (Personal Qualities): 1. Knowledge: <ul style="list-style-type: none">- Considerable knowledge of parliamentary practice and procedures.- Sound knowledge and understanding of the Constitution, Rules of Procedure of Parliament's practices and procedures.- Knowledge of financial legislation governing the Public Service. 2. Skills: <ul style="list-style-type: none">- Ability to understand and comply with the public service Code of Conduct. - b) Ability to take notes at meetings and to prepare minutes of proceedings. - c) Ability to plan, organize and supervise the activities of a group of subordinates engaged in the provision of procedural, research and administrative support services. - d) Demonstrated ability to produce high quality analytical and written work in the form of research papers, briefs and reports. 3. Attributes Confident Patient

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