1. Ministry: Ministry of Employment & Human	Resource		
2.Position Title: Assistant Labour Officer for RSE	3 Salary Level: 13 -12		4 Division: Labour Division
5 Reports To: Labour Officer (LO), Senior Labour Officer (OE) and Director of Employment	6 Direct Reports: Labour Officer (LO) & Senior Labour Officer (SLO)		
7 Primary Objective of the Position:			
To support and assist the labour officer, Senduties and responsibilities of the Overseas E		l Director of Empl	oyment in the efficient implementation of the routine
8 Position Overview			
9 Financial : Nil		10 Legal NZ employm	: nent laws, policies.
 11. Internal Stakeholders: Director of Labour Overseas Employment Unit Team at Mir Senior Labour Officer (OE) Labour Officer (OE) LMIM Staffs 	nistry	Clerk andNZ Empl	g client, customer I Mayors
 To be referred to Manager: Requests for Confidential Information Changes in Divisional work-plan 		To be referred to Dealing v Clerk and	with complicated Complains

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:	Date of Issue:

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA: 5, Governance

MOP Outcome: Goal 3 ObDivisional/Departmental/b		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Gathering, Documenting/Recording Information	 Assist with recommendation of workers from the pool required from time to time in line with procedures Verifying the following from the Pre-selection candidates: Birth certificate Police Clearance Ensure that gender of candidates is correct Assist confirmed candidates ready to participate in recruitment process with the following Medical check-up requirements Processing of Passport Assist labour Officer with visa application process 	Eligible candidates are prepared and ready on time.
	 Travel bookings for workers ready to travel. Prepare and Account for RSE Revolving fund loan. Update database of preselected candidates (work-ready pool) 	 Preparation and travel logistics completed before time. Reporting all the update from island council

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Communicating with Supervisors, Professionals, Peers, or Subordinates Provide Consultation and Advise to Others	 Correspondence with counterparts from RSE employers mostly on booking and financial issues. Assist workers on information required should they required. Entering, transcribing, recording, storing, or maintaining information in written or electronic form. Any other duty assigned by the LO/ALO of Unit Providing information required by supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. 	 Timely communication with employers Workers served with information Information is gathered and entered accurately in timely manner All queries responded to or referred Within 48 hours of receipt. Advise should be acted with immediate Effect Clients should be satisfied from Advice
Debriefing with returning workers	Conduct a one-on-one and group debriefing with returning workers	Information and issues from returning workers are recorded for ways forward

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14. Key Challenges 15. Selection Criteria 15.1 PQR (Position Qualification Requirement): To accomplish tasks assigned from time to time **Education:** Form 7 May work extra time hours whenever required, at peak **Experience**: season. Dealing with Complicated complaints from employees. • Nil Job Training: On the job training, and/or vocational training. Working within tight Schedules. 15.2 Key Attributes (Personal Qualities): **Knowledge:** • General knowledge investigation and research Computer literacy General Knowledge on the operation of RSE **Skills:** Reporting Communication skills, good speaking, and writing (Both in English and Kiribati) Interpersonal skills **Attributes:** Integrity Stress Tolerance/Patient Honest Committed Flexibility to work after hours when required

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