

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

<b>1. Ministry:</b> <i>Ministry of Employment and Human Resource</i>		
<b>2. Position Title:</b> <i>Assistant Labour Officer</i>	<b>3. Salary Level:</b> <i>13-12</i>	<b>4. Division:</b> <i>Labour Division</i>
<b>5. Reports To:</b> <i>Labour Officer</i>	<b>6. Direct Reports:</b> <i>Director of Labour, Senior Labour Officer</i>	
<b>7. Primary Objective of the Position:</b> To support and assist the Labour Officer and Senior Labour Policy Officer in the efficient implementation of the routine duties and responsibilities of the Workplace Relations Unit.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> Nil	<b>10 Legal:</b> i. Kiribati National Condition of Service 2021 ii. Employment and Industrial Relations Code 2015
<b>11. Internal Stakeholders:</b> Secretary Deputy Secretary Director of Labour Other staff from MEHR HQ and Divisions.  <b>To be referred to Manager:</b> Matters requiring views and approval from HOD and other senior staff	<b>12. External Stakeholders:</b> Trade Unions Employer Organisations Government Ministries, SOEs and private sectors Daily clients MEHR partner's representatives  <b>To be referred to Manager:</b> High level of decision making including matters/ activities requiring approval

*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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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Recruiting Agencies	<ul style="list-style-type: none"> <li>• Coordinating activities with Recruiting Agencies such as quarterly meetings, visits(monitored) etc</li> </ul>	Meeting convened
Daily individual complaints	<ul style="list-style-type: none"> <li>• Assist Labour Officer in handling day to day complaints and advice to clients in line with labour laws, procedures, and practices</li> </ul>	Cases settled and clients well informed
Labour inspection	<ul style="list-style-type: none"> <li>• Assist Labour Officers at peak times with inspection</li> </ul>	Inspection completed
Databasing and Records Updating	<ul style="list-style-type: none"> <li>• Recording and filing of number of registered Trade Unions and Employers Organizations and Audited Accounts</li> <li>• Recording and filing of number of registered Recruiting Agencies and quarterly reports and remittances</li> <li>• Recording and filing of number of employment disputes</li> <li>• Recording and filing of number of complaints and actions taken</li> <li>• Recording and filing inspection reports</li> <li>• Recording and filing of prosecution and court cases</li> </ul>	Database designed and Records updated

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	<ul style="list-style-type: none"> <li>Recording and filing number of employees in Private companies including children involved in child labour</li> </ul>	
EIRC 2015 Awareness	<ul style="list-style-type: none"> <li>Assist Labour Officers in conducting EIRC awareness to Outer Islands</li> </ul>	Awareness Convened

10. Key Challenges	11. Selection Criteria
<p>To accomplish tasks assigned from time to time</p> <p>May be able to cope with different types of clients who lodged their complaints with Work Relations Unit</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Form 7 Certificate</p> <p><b>Experience:</b> Should have assist the public with at least one year.</p> <p><b>Job Training:</b> Nil</p> <p><b>Prerequisite:</b> Nil</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge:</b> English and Kiribati language Understanding of TVET locally</p> <p><b>2. Skills:</b> Office skills Communication</p>

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	<p>Time management</p> <p>3. <b>Attributes:</b> Integrity Organized Stress tolerance / Patience Social Honest Committed</p>
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