

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MEHR		
2. Position Title: Labour Officer (LO) - RSE	3. Salary Level: L10-9/8-7	4. Division: Labour Division/Employment Unit
5. Reports To: Senior Labour Officer (SLOE) and Director Of Labour (DOL)	6. Direct Reports: <i>Senior Labour Officer (SLO)</i>	
7. Primary Objective of the Position: To support and assist the Senior Labour Officer and Director of Labour in the efficient implementation of the routine duties and responsibilities of the Overseas Employment Division.		

8. Position Overview	
9. Financial: <ul style="list-style-type: none"> • N/A 	10. Legal: 11. New Zealand, Employment Act, Policies
11. Internal Stakeholders: <ul style="list-style-type: none"> • Colleagues • Supervisors • SROs <p>To be referred to Manager:</p> <ul style="list-style-type: none"> - Requests for Confidential Information - Changes in Divisional work-plan 	12. External Stakeholders: <ul style="list-style-type: none"> • Incoming client, customer • Clerks and mayors • NZ Employers • MFAT • MBIE • Government's Ministries and relevant Institutes <p>To be referred to Manager</p> <ul style="list-style-type: none"> - Dealing with Complicated Complains - Clerks and mayors

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: 5. Governance</i> ▪ <i>MOP Outcome: Goal 3 Objective 3.</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Administration of RSE Communication, preparation of workers</p> <p>Reporting to island councils</p> <p>Monitoring performance</p> <p>RSE Labour market information system</p> <p>Internal Reporting and Customer Service</p>	<ul style="list-style-type: none"> • To communicate with employers and island councils and other stakeholders • Communicate with relevant authorities on visa processing for the workers and double checking of visa applications before submission • Work on the preparation and travel logistics of the workers • Preparation of reports to all island councils on seasonal workers • On-going communication with employers and workers and monitoring of workers performance • To assist in the administration of the Labour Market Information system • To provide reports required by supervisors and other stakeholders • Dealing with day to day customers 	<ul style="list-style-type: none"> • Timely Communication with employers and other stakeholders • Visas ready before departure • Preparation and travel logistics made on time • Reporting all the update from island council • Feedback on seasonal worker performance received on time • Updated Labour Market Information • Reports provided on time

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	<ul style="list-style-type: none"> Any other duty assigned by the SLO and supervisors 	<ul style="list-style-type: none"> Customers satisfied
Marketing	<ul style="list-style-type: none"> To assist in the promotion of the Kiribati workers 	<ul style="list-style-type: none"> New employers identified

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> To accomplish tasks assigned from time to time May work extra hours whenever required, at peak season. Dealing with Complicated complaints from employees. Working within tight schedules. 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <p>Experience: Nil</p> <p>Job Training: on-the-job training, and/or vocational training.</p>

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- The incumbent may be required to provide support and assistance not specified in the job description on the implementation of the overseas Employment Division.

15.2 Key Attributes (Personal Qualities):

1. Knowledge

- Communication skills
- General knowledge investigation and research
- Computer literate
- English Language

2. Skills:

- Monitoring and Reporting
- Complex Problem Solving/ Critical Thinking
- Speaking and writing (both in English and Kiribati)
- Social Perceptiveness
- Operations Analysis

3. Attributes

- Integrity
- Stress Tolerance/Patient
- Leadership
- Honest
- Committed
- Flexible to work after hours when required

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