


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Foreign Affairs and Immigration			
2. Position Title: Deputy Director Multilateral Affairs	3. Salary Level: L 6-5	4. Division: Multilateral	
5. Reports To: Director Multilateral Affairs	6. Direct Reports: Desk Officer Multilateral Affairs		
7. Primary Objective of the Position: To assist in overseeing the overall operation of the Division in line with the Kiribati Development Plan to maintain and develop good relationship with existing and potential development partners in the Multilateral Affairs region.			
8. Position Overview			
9. Financial: NA			
		10. Legal: Diplomatic Privileges- Vienna Convention Act 1996 (revised 2004) : 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 2013 : Immigration act 2019 : Citizenship act 1979	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Desk Officer (MAD) • Director Multilateral Affairs • Secretary To be referred to Manager: <ul style="list-style-type: none"> • Frequent – day to day supervision over the 		12. External Stakeholders: <ul style="list-style-type: none"> • Overseas Mission • National regional and international forums • Resident Diplomatic Missions • Multilateral affairs organizations 	

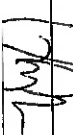
This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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<p>operation of the division</p> <ul style="list-style-type: none"> • Policy advice on matters relating to the Division (from Director Multilateral Affairs, Secretary) 	<p>To be referred to Manager</p> <ul style="list-style-type: none"> • Consultation on improving and developing relationship with countries and organizations in the Multilateral Affairs mandate. 	
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ <i>KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance</i> ▪ <i>MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
<p>Key Result Area/Major Responsibilities</p>	<p>Major Activities/Duties</p>	<p>Performance Measures/Outcomes</p>
<p>1. Timely provision of proposals to enhance representing in the Multilateral Affair region</p>	<p>1. Assist in planning, direct supervision, evaluation, implementation of activities and responsibilities of the Division.</p>	<p>1. Assigned activities as carried as scheduled</p>
<p>2. Provide and update Divisional operational plan, comply with Deputy Secretary or Secretary's set deadlines</p>	<p>2. Assist in developing the strategic management of the division</p>	<p>2. Division in strategically placed to take all tasks assigned to it.</p>
<p>3. Assist in providing timely briefs and updates on Foreign Economic issues.</p>	<p>3. Assist in developing and maintaining foreign policy objectives relating to countries and organizations within the Multilateral Affairs mandate.</p>	<p>3. Timely reports on activities within the Multilateral Affairs region. Reports submitted within three days with appropriate recommendations.</p>
<p>4. Assist in achieving required mandates when representing the Ministry at national, regional or international meetings</p>	<p>4. Assist in Monitoring and advocating Government's foreign economic policy.</p>	<p>4. Briefing papers are submitted to the Director Multilateral Affairs one week after request is lodged.</p>
<p>5. Timely provision of</p>	<p>5. Prepare briefing, policy advisory papers and draft</p>	<p>5. Policy draft papers are submitted</p>

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<p>appropriate information papers or memorandums as may be required for submission to cabinet.</p>	<p>statements on issues related to Divisional responsibilities.</p>	<p>one month after request is lodged or idea is conceived. 6. Draft statements are submitted 3 days after request is lodged.</p>
	<p>6. Represent the Ministry at national, regional or international meetings.</p>	<p>7. Reports on representatives are submitted to the Director Multilateral Affairs, 1 week after completion of travel.</p>
<p>14. Key Challenges</p> <ul style="list-style-type: none"> • Staying and keeping informed on current events from around the countries and organizations in the Multilateral Affairs region. • Maintaining current cordial relationship • Creating new relationships and maximizing benefits for all concerned through newly created relationship • Maintaining and updating Divisional operational plan. • Perform thorough analysis of complex issues • Keeping the staff motivated • Keeping strict deadlines. • Working within the budget. 		
<p>14. Selection Criteria</p>		
<p>14.1 PQR (Position Qualification Requirement): Education: A degree in laws/ political science/ Economic management plus 3 years post degree experience in the middle management</p>		
<p>14.2 Key Attributes (Personal Qualities): Knowledge</p> <ul style="list-style-type: none"> • Proficient in both written and spoken of Kiribati and English • Ability to perform and deliver under pressure whilst keeping with tight deadlines • Working knowledge of other Multilateral Affairs countries, the UN and other international multilateral Affairs organizations. • Excellent working knowledge of the Multilateral Affairs region. • Excellent Customer and Personal Service • Have a working knowledge on Administrative and Managerial • Excellent in computing skills. 		


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	<p>Skills</p> <ul style="list-style-type: none">• Active Listening• Critical thinking• Speaking• Reading Comprehension• Social Perceptiveness• Monitoring <p>Attributes</p> <ul style="list-style-type: none">• Strong Analytical thinking• High personal Integrity• Teamwork• Critical thinking• Leadership Skills• Creative• Self-control• Maturity
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