

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Justice			
2. Position Title: Assistant Human Rights Officer		3. Salary Level: 13-12	
5. Reports To: Principal Human Rights Officer		6. Direct Reports: Secretary	
7. Primary Objective of the Position: The incumbent is required to assist in the preparation and implementation of human rights activities and programs for strengthening the capacity of the Division and the Ministry on the promotion of human rights in the country.			
8. Position Overview			
9. Financial: There is no financial responsibility & accountability to the position unless delegated by supervisors. However, the position is required to undertake approved activities according to the approved budget.		10 Legal: No direct legal responsibilities, but the existing NCS and other policies may be required to be consulted particularly with policy review/development to ensure there are no duplication or clashes	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Principal Human Rights Officer (PHRO) • Human Rights Officers (HRO) • Other departments within the Ministry • Employees <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Decisions requiring budget / funding of any activities • Major changes to the work plan affecting the whole unit's business plan. 		12. External Stakeholders: <ul style="list-style-type: none"> • Responsible Ministries including National Human Rights Taskforce members • Regional and International Stakeholders <p>Without referred to Manager</p> <ul style="list-style-type: none"> • Daily/weekly duties 	

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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- Prior implementing Human Rights' activities/ roles, this position has to seek advice and approval.

13. 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
a. Public awareness and community outreach program	<ul style="list-style-type: none"> • Develop schedule and corresponding budget for such programs • Liaise with relevant authorities/personnel on logistics • Conduct/deliver public awareness on human rights and related issues • Record/note feedback from the public and other statistics collected during the program • Update and manage database for such programs 	<ul style="list-style-type: none"> - Schedule and budget - Logistics are confirmed in a timely manner - Reports are submitted after the conclusion of each program - Database is updated weekly or as needed
b. Assist in data collection for state reports	<ul style="list-style-type: none"> • Assist HROs in the collection of data and information for state reports under the ratified Human Rights Conventions (CRC, CEDAW, CRPD) • Assist in other matters as may be required under the Conventions • Active participation in consultations and liaise with various partners 	<ul style="list-style-type: none"> - Relevant information and data are gathered in a timely manner - Satisfactory/successful consultations and liaisons. - Accurate information and data
c. File Management	<ul style="list-style-type: none"> • Manage and update office files and records 	<ul style="list-style-type: none"> - Office files are updated weekly
d. Logistics	<ul style="list-style-type: none"> • Assist in developing logistics for local programs 	<ul style="list-style-type: none"> - Logistics are confirmed well ahead of time

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<p>10. Key Challenges</p> <ul style="list-style-type: none"> • Working with different communities • Ability to work after hours and pressure to meet deadlines • Can maintain level of integrity • Able to take negative responses from communities or other audiences during outreach programs • Can show persistence when faced with difficult problems or challenges and can remain calm in stressful situations • Able to identify priority activities and assignments and adjust priorities as required. 	<p>11. Selection Criteria</p> <p>11.1 POR (Position Qualification Requirement): Education: Form 7 Certificate Desirable: Work experience in related fields Experience: N/A</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge <ul style="list-style-type: none"> • Good understanding on Human Rights • Good understanding of government's progress on Human Rights in the country • Knowledgeable on the newly enacted Human Rights related act such as Family Peace Act etc. 2. Skills: <ul style="list-style-type: none"> • Time Management Skills - Manage several tasks and meet deadlines. • Business Communication skills - fluent in both English and Kiribati, communicate professionally and write with a good standard of English. • Advocacy skills - able to advocate and lobby for human rights, is able to speak in public. • Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations with work colleagues. 3. Attributes <ul style="list-style-type: none"> • Stress Tolerance, Cooperation, Self-Control, Concern for Others, Adaptability/Flexibility. • Ability to work well with others • Must be dedicated and committed • Passionate about promoting the right of the people of Kiribati
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