

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Justice			
2. Position Title: Human Rights Officer		3. Salary Level: 9-7	
5. Reports To: Secretary, MoJ		4. Division: Office of the Principal Human Rights Officer	
6. Direct Reports: Director of Human Rights Office			
7. Primary Objective of the Position: The HRO—Implementation is responsible for ensuring each Ministry accountable for implementing aspects of the treaty relevant to them have in place an implementation plan to close the development gap as specified by stakeholder countries. The role will also introduce implementation, monitoring and evaluation processes with each Ministry to ensure compliance with the implementation plan and data submission required in the ensuing reports. The incumbent will review, monitor and evaluate activities relating to the implementation of national human rights instruments such as Shared Implementation Plan on Eliminating Gender Based Violence, Te Rau n te Mwenga, and the CRPD Concluding Observations & UPR recommendations for the State National Reports.			
8. Position Overview			
9. Financial: No financial responsibility and accountability to the position unless delegated by supervisors. However, the position is required to undertake agreed activities according to the approved budget.			
11. Internal Stakeholders:		12. External Stakeholders:	
<ul style="list-style-type: none"> • Director for Human Rights Office • HROs (Reporting & Monitoring) <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Reports to the Principal on all Financial and Administrative Management issues affecting the Human Rights portfolios. • Principal's approval/ endorsement on matters affecting Government policies and procedures on matters affecting be highly sensitive to Government and the general public. 		<p>Legal: The incumbent is expected to maintain a high standard of conduct and personal behavior and to carry out duties in an efficient manner. Conduct is subject to NCS and other employment orders or general instructions, and to lawful orders of senior officers. Failure to comply with such orders and instructions will be regarded as misconduct.</p> <ul style="list-style-type: none"> • Responsible Ministries - Externally the position has to work closely and build relationship with responsible Ministries that will deal with the implementation of the CRPD concluding observations & UPR recommendations and other human rights obligations and • Regional and International Stakeholders. <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • 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)			

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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<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>1. Devise Project Plan on how the implementation plan will work</p>	<ul style="list-style-type: none"> • Maps out high level project plan to identify the various projects and defines implementation priorities, done collaboratively with the responsible Ministries to ensure their support. • Works with each Ministry to produce individual Ministry Implementation plans to deliver on their part of responsibility for CRPD concluding observations with UPR recommendations. • Devises a plan for monitoring and evaluation of implementation with each of the Ministries; • Devise a plan for reporting to the Human Rights Taskforce on implementation progress. 	<ul style="list-style-type: none"> • Project plan with implementation priorities outlined • Monitoring and evaluation plan • Completion/delivery of Reports to KNHRTF at monthly meetings or as organized by the Secretariat. • Monitoring reports on CRPD concluding observations with UPR recommendations and other Conventions for update and annual progression on HRD & Taskforce (KNHRTF).
<p>2. Evaluate the result</p>	<ul style="list-style-type: none"> • Evaluates results after the implementation and collects data from responsible Ministries. • The results collected from responsible ministries will be the contents of the reports to the United Nation and therefore the incumbent should be responsible for ensuring the accuracy of data being collected. 	<ul style="list-style-type: none"> • Evaluation report of results and collected data. • Satisfactory and accuracy of results. • Data incorporated based on CRPD recent review on concluding observations and UPR recommendations. • State Reports on CRPD and UPR to be compiled and validated by the Stakeholders (KNHRTF)

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<p>3. Devise a way to collect the data</p>	<ul style="list-style-type: none"> Collects data via emails or personal visits to the responsible Ministries. Develops a data base to store all information collected on the progression of implementations to the supported recommendations and other human rights obligations. 	<ul style="list-style-type: none"> Data-base updated as appropriate. Up to date communication with responsible ministries.
<p>14. Key Challenges</p> <ul style="list-style-type: none"> The success of this role is dependent on how well this Ministry, at leadership level, is able to influence and build a commitment from the responsible Ministries to commit to them. Data is available in a fragmented way and is not collected or held in a disciplined or systematic manner which makes data gathering and reporting problematic. The completion of several overdue periodic reports involves collaboration with and continuous commitment from responsible ministries and on-going pressure from external stakeholders. Human Rights advocacy will oftentimes challenge backward cultural norms and other sensitive topics and thus it is inevitable that HRO will be publicly challenged from others in the community is anticipated. The position will require commitment and working long hours without extra remuneration. 		
<p>15. Selection Criteria</p> <p>15.1 PQR (Position Qualification Requirement): Education: Bachelor's Degree in Laws/Political Science/Social Work/International Relations/Psychology Desirable: Bachelor degree in the fields above with experience in implementation and human rights advocacy or training. Experience: N/A Job Training: N/A 15.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> Knowledge: <ul style="list-style-type: none"> Excellent understanding of Human Rights and UN conventions that Kiribati has ratified and related treaty bodies and how international human rights mechanisms and regional systems work. Awareness on status and progress of implementations by Responsible Ministries locally. Knowledgeable on the local newly enacted Human Rights related Acts, such as Family Peace Act, etc, and their relevance to the position. Skills: <ul style="list-style-type: none"> Time Management Leadership Human Rights Advocacy Planning and Organizing and Monitoring Analytical Liaison and Communication 		

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<ul style="list-style-type: none">• Accountability3. Attributes:<ul style="list-style-type: none">• Dedication and Commitment• Stress Tolerance and Team Work• Cooperation and Respect to all staff• Reliable and Trustworthy

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