

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Maneaba ni Maungatabu		
2. Position Title: Public Education and Outreach Officer	3. Salary Level: 11-10/9-7	4. Division: IT, Research and Education Unit.
5. Report To: Clerk	6. Direct Report: Deputy Clerk	
7. Primary Objective of the Position: To deliver an engaging outreach programme with the aim of enhancing the participation of the general public in understanding the key roles and functions of the Parliament.		

8. Position Overview	
9. Financial: NIL	10 Legal:
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> i. Members of Parliament ii. Standing and Select Committees iii. Staff of Te Maneaba ni Maungatabu <p>13. To be referred to Clerk/Deputy Clerk:</p> <ul style="list-style-type: none"> i. Outreach programs/workplan for approval. ii. Financial supports in carrying out outreach programs. iii. Draft annual budget. iv. Publication of news, articles and photos. v. Annual leave. 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> i. Government Ministries/Agencies ii. Government Printery iii. State Owned Enterprises (SOEs) iv. Private and Public schools v. International parliamentary community vi. Non-Government Organisations vii. Private Owned Enterprises viii. General Public <p>14. Without referral to Clerk/Deputy Clerk:</p> <ul style="list-style-type: none"> i. Consultation with MPs. ii. Consultation visits and meetings with stakeholders as per approved in the workplan.

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15. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area	Major Activities/Duties	Performance Measures/Outcomes
<p>Educating the people about the role and function of the Maneaba ni Maungatabu.</p> <p>Develop and maintain a parliamentary education strategy.</p>	<ul style="list-style-type: none"> • Engage the public to understand the role and function of the Maneaba ni Maungatabu. • Develop a parliamentary education strategy targeting all academic levels, i.e., primary to tertiary levels. 	<p>Increased rates of understanding the role of Parliament.</p> <p>Annual workplan developed.</p> <p>Visited targeted schools every year.</p>
<p>Develop and coordinate annual education programme.</p>	<ul style="list-style-type: none"> • Work with Ministry of Education and other concerned Ministries to organize and arrange outreach programme to communities, youths, and schools. 	<p>An annual schedule/timeframe showing no. of visit and outreach programme to schools and public community, etc.</p>
<p>Develop training materials i.e brochures, posters, etc. for school and public information.</p>	<ul style="list-style-type: none"> • Facilitate workshops and seminars with stakeholders in consultation with CDRC, Ministry of Education and other concerned Ministries to develop most appropriate educational materials to target different age group levels. 	<p>Produce a no. of educational brochures, pamphlets, posters, curriculum materials.</p>
<p>Provide advisory services to members, committees and all other stakeholders</p>	<ul style="list-style-type: none"> • Provide advisory service as and when required by internal and external stakeholders on any parliamentary procedures, i.e. passage of bills, etc. 	<p>Satisfied stakeholders</p>
<p>Develop radio programme on Parliamentary Education.</p>	<ul style="list-style-type: none"> • Produce radio awareness programme as part of public participation in Parliament. 	<p>Radio programme activities accomplished each year</p>

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<p>Support services to Members and general office activities.</p>	<ul style="list-style-type: none"> • Assist in the facilitation of Members’ meetings to be attended in overseas or within Kiribati. • Assist in preparing briefing papers to Members. • Prepare a draft annual budget for the Unit programme and activities. • Assist in the coordination and facilitation of office functions. • Coordinate other public engagement programme such as the Commonwealth Day and Open Day. • Perform the role of the Clerk-At-the-Table when assigned/authorised by the Clerk during Parliament meeting. 	<p>Divisional targets/goals achieved on set timeframe.</p> <p>All activities set on schedule are met on a timely manner</p>
	<ul style="list-style-type: none"> • Any other duties to be assigned from time to time by the Clerk 	

16. Key Challenges	17. Selection Criteria
<p>Able to travel to outer islands and abroad.</p> <p>Able to talk to the general public in Maneaba, schools and public places.</p> <p>Work long hours during Parliament meetings and Select Committees.</p>	<p>17.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree in Public Education, Management, Sociology, History Politics, Law (LLB) or Journalism.</p> <p>Experience: At least 3 years working experience in any recognized organizations</p> <p>Job Training: Short term training will be provided</p>

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Serving the Committee when required.

Provide prompt advice to the Speaker while serving as the Clerk-At-the-Table.

Prerequisite: The post holder must accept to work beyond normal working hours especially during Parliament meetings

17.2 Key Attributes (Personal Qualities):

1. Knowledge

- Must be fluent in English and i-Kiribati language
- Problem-solving
- Flexibility
- Assertive
- Self-Confident

2. Skills:

- Excellent communication skills
- Good report writing skills
- Skills in public speaking

3. Attributes

- Proactive
- Respectful

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