

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION


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1. Ministry: Ministry of Tourism, Commerce Industry and Cooperatives		
2. Position Title: Quality Promotion Officer (Implementation)	3. Salary Level: 11-10/ 9-7	4. Division: Quality Promotion Division
5. Reports To: Director of Business Promotion Center	6. Direct Reports: Senior Quality Promotion Center	
7. Primary Objective of the Position: To ensure Kiribati's products and services comply with relevant standards and technical regulations on domestic and international markets, thus withstanding comparison to similar products and services from other countries.		

8. Position Overview	
9. Financial: N/A	11. Legal: National Quality Policy
11. Internal Stakeholders <ul style="list-style-type: none"> • Director BPC • Business and Company Regulatory Division • AS/SAS/DS/Secretary <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • To enhance implementation of quality policy. 	12. External Stakeholders: <ul style="list-style-type: none"> • Government Ministries • Producers • KCCI • OAG • NGOs <p>To be referred to Manager</p>
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ KDP/KPA: 	

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.

Approved by: 	Date of Issue:
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- MOP Outcome:
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
iii) Business Promotion Center, Quality Promotion Division	<ol style="list-style-type: none"> 1). Assist in the implementation of the National Quality Policy (NOP) Action Matrix 2). Assist in Developing funding proposals to support the implementation of the National Quality Policy ; 3). Assist in developing divisional annual work plans in line with the national Quality Policy 4). Assist in implementing trainings on quality and standards in line with NOP 5). Implement PPP in promoting quality and standards 6.) Assist in Develop briefing notes on quality policy issues 7.) Assist in the implementation of Quality Policy Awareness programmes including World Quality day as recommended in the national Quality Policy 8.) Assist in Monitoring and evaluating the implementation of the National Quality Policy. 9). Work in collaboration with NOP tasks force in Kiritimat to support the implementation of NOP. 10). Assist to organize and conduct meetings related to the implementation of NOP. 11. Assist in developing national standards for specific sectors or activities 	<ol style="list-style-type: none"> 1) Number of Actions implemented in the NOP 2) Number of projects developed, funded and effectively implemented 3) The divisional annual work plan aligned with the NOP 4) Number of trainings implemented in line with NOP 5) Number of programmes implemented in collaboration with other national Agencies 6). Number of briefs developed 7). Quality Policy Awareness Programmes implemented and Annual World Quality Day organized 8). Periodic Monitoring and Evaluation reports on the implementation of NOP developed 9) Number of support activities on NOP implemented in Kiritimat 10) Number of Meetings conducted successfully 11) National standards developed for specific sectors or activities

10. Key Challenges

- A key challenge of the post is to facilitate compliance of certain

11. Selection Criteria

11.1 POR (Position Qualification Requirement):

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<ul style="list-style-type: none"> • standards in the absence of appropriate equipment / lab for testing. • Limited skills / knowledge on the new tasks given it is a new developed post • It might take time to introduce the quality policy and its components for adoption. 	<p>Education: Diploma in Economics, Commerce, Business Management/ Administration, International Business, food science and technology and any other related fields.</p> <p>Experience: At least 3 years' experience in relevant field especially in working closely with the private sector and producers</p> <p>Job Training: N/A</p> <p>Prerequisite: N/A</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>9. Knowledge</p> <ul style="list-style-type: none"> - Innovative - Competent with Microsoft word, Microsoft excel and other Microsoft office and all internet amenities. <p>10. Skills:</p> <ul style="list-style-type: none"> - People management skills - Fluency in both English and Kiribati language <p>11. Attributes</p> <ul style="list-style-type: none"> - Ability to respect, leading, motivate and supervise staff (Quality values) - Reliable and trustworthy. - Flexible - Must be punctual, energetic, creative and enthusiastic about work.
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