

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Internal Affairs		
2. Position Title: Senior Urban Management Officer	3. Salary Level: L6	4. Division: Local Government Division (MIA)
5. Reports to: Director LGD	6. Direct Reports: Urban Management Officer, Senior Assistant Urban Management Officer	
7. Primary Objective of the Position: To formulate, coordinate, facilitate, implement and evaluate the development initiatives through strengthening the urban & rural councils for a sustainable urban & rural development. To also advise the Secretary & the Hon Minister on policy matter relate to urban & rural development policies, program and activities.		

8. Position Overview	
9. Financial: N/A	10 Legal: Kiribati National Conditions of Service (NCS), Local Government Act, Standing Orders, Bye Laws, Councils Strategic Plans, Kiribati National Urban Policy.
11. Internal Stakeholders: <ul style="list-style-type: none"> • Head of Departments. • Clerks of Urban & Rural Councils. To be referred to Manager: <ul style="list-style-type: none"> • Work plan & activities with Budget. 	12. External Stakeholders: <ul style="list-style-type: none"> • Urban & Rural Councils • Mayors & Clerks of Urban and Rural Councils • Ministries • External Donors partners (NZ, JICA, UNHabitat, UNDP) • Other donor partner • Private Sector • WGDs To be referred to Manager <ul style="list-style-type: none"> • Policy and Financial matters

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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KV20: Four Pillar ▪ KDP/KPA: ▪ MSP Outcome: ▪ Divisional Plan 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Urban Council Institutional and Capacity building needs.	<ul style="list-style-type: none"> a. Review and strengthen the capacity building needs of the urban councils. b. Implementing, Monitoring and Reviewing of projects for institutional strengthening of Urban Councils. 	<ul style="list-style-type: none"> - Service delivery of the urban & rural councils strengthened and improved.
Urban Management Unit operate in an effective and efficient manner.	<ul style="list-style-type: none"> a. Develop the work plan for Urban Management Unit. b. Oversee and monitor the coordination of the planned activities to ensure meet target set according to budget and deadlines. c. Monitor the performance of UMU (Urban Management Unit) service delivery and reporting for improvement. d. Provide quarterly report. 	<ul style="list-style-type: none"> - Urban Management Unit workplan - UM set targets in the work plan met according to the budget within deadlines. - Number of quarterly reports submitted. - UMU services delivery effective and efficient. - Report provided on quarterly basis.
Ensure for Sustainable urban development.	<ul style="list-style-type: none"> a. Implement, Monitor, evaluate and review National Urban Policy if necessary. b. Draft, develop, and review of the Urban Strategic Plans for the Urban Councils. c. Provide advice to the Ministry on the sustainable urban developments. d. Identify urban issues and find solutions to minimize adverse impact. e. Identify projects to support the urban 	<ul style="list-style-type: none"> - National Urban Policy was well implemented, monitored, evaluated and reviewed. - Strategic Plans approved and implemented. - Number of prodocs approved. - Number of externally funded projects implemented. - Frequency of advice provided

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	<p>development & seek for funding.</p> <p>f. Work closely with the external development partners on the urban development initiatives.</p> <p>g. Coordinate the awareness raising programs on issues with urbanization.</p> <p>h. Represent the Ministry in the meetings/workshops locally & externally.</p> <p>i. Other activities assigned by SRO from time to time.</p>	<p>on sustainable urban development.</p> <ul style="list-style-type: none"> - Projects identified and donor secured. - Partnership with external donors strengthened. - Number of awareness held annually. - Number of meeting /workshops attended. - Other assigned activities accomplished.
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14. Key Challenges	15. Selection Criteria
<p>The post holder is expected to work closely with other government and private stakeholders including donor partner to ensure urban issues are addressed and minimized.</p> <ul style="list-style-type: none"> • Dealing with communities to implement urban development programs. • Changing the behavior and mind set of the local people. • Activities coordination. • Meeting the external donor partners with funding requirement. • Seeking funding from donors. • Meeting deadlines set for submission required. • Updating other assignments assigned by the SRO. • Working after hours and at weekends. • Travelling internally and externally. 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Qualification</p> <ul style="list-style-type: none"> - Degree in Governance, Management, Public Administration, Economics and other related fields. <p>Experience:</p> <ul style="list-style-type: none"> - 3 years' relevant work experience at Middle management level. <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Ability to advise on policy matters related with Urban development and other policies related with job. • Able to work after hours & at times weekends and to travel internally and externally. • Loyalty and commitment • Innovation and Creativity. • Team Player • Excellent oral and writing both in Kiribati and English. • Inter-personal and Communication skills to be excellent.

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