

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: The Public Service Office			
2. Position Title: Assistant Human Resource officer	3. Salary Level: 15-13	4. Division: Human Resource Planning Centre	
5. Reports To: Deputy Director & Director HRMC	6. Direct Reports: NIL		
7. Primary Objective of the Position:			
8. Position Overview			
9. Financial: NIL			
11. Internal Stakeholders:		10. Legal: National Condition of Service/NCS K, HRD Policy and Procedures Manual/AGs Office - In-service bond	
<ul style="list-style-type: none"> i. Secretary ii. Director, HRMC iii. Deputy Director, HRMC iv. Deputy Secretary v. Senior HRO Officers vi. HR Officers vii. Senior Assistant HR Officers viii. OM/Registry Clerks ix. Admin Officers x. IT Officers 		<ul style="list-style-type: none"> 12. External Stakeholders: i. Key donor partners (China/JICA) ii. Ministries/Offices (22 in total) iii. State Owned Enterprises (17 in total) iv. Kiribati Chamber of Commerce (KCCI) v. Kiribati Association for Non-Government (KANGO) vi. Development Partners (Other Donors - Usaid/Japan International Cooperation Agency, University of the South Pacific/Kiribati Institute of Technology/USP TAFE/other Universities vii. Education Attachee (EDA at the Kiribati High Commission in Fiji) viii. Human Resource Planning Committee members (Secretary to Cabinet, Secretary of Education, Secretary of Employment and Human Resource/Secretary of Finance & Economic Development/Ministry of Line, Phoenix Islands Development/President Kiribati Chamber of Commerce/President Kiribati Association for Non-Government. 	
13. To be referred to Manager:		14. Without Referral to Manager	
<ul style="list-style-type: none"> • draft approvals for clothing allowances • draft supporting certification of completing in-service awardees • draft adverts & press release • Provide advices on HRD activities (in-country, overseas & academic) 		<ul style="list-style-type: none"> • respond to calls in a professional, confident & courteous manner • screen calls/ take messages/provide direct advice • update inward & outward registers • record movement of files, urgent documented issues to be on circulation folder and bring up to Director's notice/Responsible Officer • handle confidential records & correspondences in a professional manner 	

This 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"> • Connect in-coming calls to Responsible Officers • Preparing & filing of Human Resource Planning Committee papers in a well-organized and acceptable standard & dispatch as required • Keep record of all correspondences & student briefings on TPFs • Take meeting minutes • Formally facilitate overseas activities (request nominations from Ministries/SOE's/KCCI/KANGO & make timely submission to the responsible Point of Contact) • establish a good filing system with accessible reference information in database form (file index/TPF index, etc) • make travel arrangements for in-service students • draft endorsement letters for Training Pro docs to NEPO • draft exemption of duties letters to customs office for completed in-service student • clearance of work permit applications • Prepare a Bilateral development assistance need survey for Japanese fiscal year to JICA Fiji Office annually. 	<ul style="list-style-type: none"> • handle good record keeping of Training Personal Files • Attend to any other HR assigned tasks. 	
<p>15. KEY ACCOUNTABILITIES (Include linkage to KDP, MSP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
<p>Key Result Area/Major Responsibilities</p> <ol style="list-style-type: none"> 1. Management of all work visa applications (new and renewals) 	<p>Major Activities/Duties</p> <ul style="list-style-type: none"> • Ensuring that all work visa requirement are met • Endorse all work visa applications to Ministry of Foreign Affairs and Immigration 	<p>Performance Measures/Outcomes</p> <ul style="list-style-type: none"> • To be done upon receipt of applications • To be done upon receipt of applications

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	<ul style="list-style-type: none"> • Update database for work visa • Analysis of work visa database 	<ul style="list-style-type: none"> • To be done daily • Quarterly
<p>2. Formally facilitate overseas short term trainings with key donor parts from JICA and CHINA</p>	<ul style="list-style-type: none"> • Formally seeking nominations from ministries/ organizations • Endorse government nominees to MFAI and Donor partners (JICA, Singapore and China) • Ensuring that all overseas short term training database are up to date. • Prepare and submit Bilateral Development Assistance Need Survey for Japanese Fiscal Year to JICA Fiji Office 	<ul style="list-style-type: none"> • To be dealt upon receipt of official invitation from donor partners • To be done upon receipt of nominee's application form • To be done almost daily • Annually
<p>3. Coordinate exemption of duties for completed in-service students</p>	<ul style="list-style-type: none"> • Draft exemption of duties to customs office for completed in-service student 	<ul style="list-style-type: none"> • To be done upon receipt of request
<p>4. Management of office (HRMC) stationaries</p>	<ul style="list-style-type: none"> • Bringing up request to Senior Accountant and work with Account Officer with procurement 	<p>To be done annually and when the need arises</p>
<p>5. Customer/Client Services</p>	<ul style="list-style-type: none"> • Address/ Assist customers/ clients in a professional & ethical conduct • Provide required immediate responses to queries in relation to NCSK, HRD Policy and Procedures Manual • Provide advices to request related to NCSK, HRD Policy and Procedures Manual 	<ul style="list-style-type: none"> • Must be done within a day through verbal/phone communication • Must be done within a day or two upon receipt of request.
<p>6. Managing Correspondences</p>	<ul style="list-style-type: none"> • Record of in-coming mails • Record of out-going mails • Circulate routine in-coming mails 	<ul style="list-style-type: none"> • To be dealt upon receipt of mails daily

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	<ul style="list-style-type: none"> • Bringing up to Responsible Officers in-coming mails on file in need of action 	<ul style="list-style-type: none"> • Dispatch each day • To be done daily • To be actioned/dealt upon receipt of mails daily
<p>7. Management of Training Personal Files</p>	<ul style="list-style-type: none"> • Record file movement • Update file movement • File censoring/auditing • Numbering of each page on TPF 	<ul style="list-style-type: none"> • To be done each time the file moves • Dealt with daily • Dealt with daily • Daily action required
<p>8. Movement of HRMC staff & Attendance Register</p>	<ul style="list-style-type: none"> • To be made aware of HRMC staff internal movement (official) • Design Staff Attendance Register 	<ul style="list-style-type: none"> • To be done daily
<p>16. Key Challenges</p>		
<p>1. The post holder is expected to work more hours when and if required for the following:</p> <ul style="list-style-type: none"> • Organizing meeting papers for HRPC • Improve record keeping, i.e. scanning of TPF's for electronic copies • Peak periods • Data Analysis for Work Visas and Short Term In-country & Overseas Trainings • Data Analysis for Work permit <p>2. Assigned other tasks such as</p>	<p>17. Selection Criteria</p> <p>17.1 PQR (Position Qualification Requirement): Education) Form 6 Certificate</p> <p>Experience:</p> <p>Job Training:</p> <p>17.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge : Competent and confident to apply HRM knowledge to the job and in delivering HR activities. 2. Skills: Ability to communicate in English/Computer literate - Word/Excel/PowerPoint 3. Attributes : Able to lead self /Be part of a learning team/ Able to be flexible Able to work under pressure and take on challenges 	

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<ul style="list-style-type: none">• participate in interviews as a panelist for jobs below Level 15-13,• member of the Ministry Social Committee• representing the Ministry on National Committees when required• Working directly with donor partners like CHINA, JICA and Singapore	
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