

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

1. <b>Ministry:</b> Office of Te Beretientiti		
2. <b>Position Title:</b> Director	3. <b>Salary Level:</b> 13	4. <b>Division:</b> Strategic National Policy Unit
5. <b>Reports To:</b> Secretary OB (SOB) and Secretary to Cabinet (SC)	6. <b>Direct Reports:</b> Supervisor (SOB and SC)	
7. <b>Primary Objective of the Position:</b> To provide sound strategic advice and analysis on wide range of issues.		
8. <b>Position Overview</b>		
9. <b>Financial:</b> Provision made under OB annual budget	10. <b>Legal:</b> The position exists within the OB	
11. <b>Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• All Government Ministries and SOE's</li> <li>• Senior Management team</li> <li>• Support staff - Strategic Policy Unit</li> <li>• Communities (NGO's Churches etc) and customers</li> </ul> To be referred to Manager: • Any needs that will assist facilitate the complete task's from time to time.	12. <b>External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Donor Partners</li> <li>• Regional and international institutions</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li>• Assistant required to liaise with the external partners to facilitate the task required from time to time.</li> </ul>	

**13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**  
= **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.*

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<p>• <b>MOP Outcome:</b></p> <p>▪ <b>Divisional/Departmental/Unit Plan:</b></p>		
<p><b>Key Result Area/Major Responsibilities</b></p> <p>The Beneficiary is equipped and updated with sound policy advice on any national issues</p>	<p><b>Major Activities/Duties</b></p> <ul style="list-style-type: none"> <li>• Conduct comprehensive analysis and provide strategic advice on any particular issue arise from time to time.</li> <li>• Develop policies on national issues or on any forefront issues.</li> <li>• Ensuring that Government policies and decisions are well coordinated and implemented holistically.</li> <li>• Economic and financial analysis papers (cost benefit analysis etc) are developed and discussed by Cabinet.</li> <li>• Policies are analyzed and advice are produced on their implication.</li> <li>• Developing research papers</li> </ul>	<p><b>Performance Measures/Outcomes</b></p> <p># of policy paper produced and discussed at Cabinet</p> <p># of policies adopted and implemented.</p> <p>Updated monitoring and reporting papers.</p>
<p>Provide economic and financial analysis papers on any issues</p>	<ul style="list-style-type: none"> <li>• Provide sound advice on climate change and disaster risk issues</li> <li>• Coordination of climate and disaster activities or projects</li> <li>• Maintaining GOK participation at the COP meetings and ensuring that commitments are well implemented and reported.</li> <li>• Implementation of International and Regional disaster risk commitments and reported</li> <li>• Ensuring that Kiribati is alerted and prepared for any disaster events.</li> </ul>	<p># of advices given or produced</p> <p># of successful projects</p> <p>inclusion of our issues at COP meetings.</p>
<p>Lead and provide strategic direction on climate change and disaster issues</p>		

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<p><b>10. Key Challenges</b></p> <ul style="list-style-type: none"> <li>• The availability of data for analysis tasks</li> <li>• Coordinating Ministries to ensure their tasks are completed on time.</li> <li>• Complexities of the UN systems</li> <li>• Compliance to multi-donor rules and procedures</li> </ul>	<p><b>11. Selection Criteria</b></p> <p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Must possess a Master Degree in Economics or Master's in Disaster Management or Master's in Climate Change.   <b>Experience:</b> 5 years experience at senior level   <b>Job Training:</b> N/A   <b>Prerequisite:</b> N/A</p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>- Analytical</li> <li>- Strategic</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>- Strong in figure works</li> <li>- Good negotiator</li> </ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"> <li>- Broad and wider thinking or perception</li> <li>- Respect to all staffs</li> <li>- Good team player</li> <li>- Understanding and committed</li> <li>- Flexible</li> </ul>

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