


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Public Service Office	
2. Position Title: Executive Assistant	3. Salary Level: LJ3-12/11-10
5. Reports To: Secretary	4. Division: Policy Development and Supports Services
6. Direct Reports: Secretary	
7. Primary Objective of the Position: Ensure efficient and quality secretarial services supporting the enhancement of the Minister's and Secretary's role so as to contribute to the achievement of Secretary's goals and objectives in line with the Government policy.	
8. Position Overview	
9. Financial:	10. Legal: NCS
11. Internal Stakeholders: i. Secretary ii. Staff To be referred to Manager: i. Confirmed bookings ii. Issues as delegated by the Secretary/OIC Without Referral to Manager i. Extraction of items concerned to that Ministry from Cabinet minute and CPF for the Minister, Secretary or the OIC perusal ii. Filing of CPF and Cabinet documents (confidential matters) iii. Frontline customer service officer screening calls and booking of appointments with the Secretary. After consultation with managers or others	12. External Stakeholders: i. In line EAs from all other Ministries ii. Staff To be referred to Manager: Without Referral to Manager

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:  P. Salada (SAK) Date of Issue: 27/09/21

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<p>i. Arrange traveling bookings and itinerary with protocols for the Minister, Secretary or the OIC.</p> <p>ii. Dissemination of information as instructed by the Secretary or the OIC</p> <p>iii. Prudent management and filing of confidential matters such as; Cabinet minutes, DCC meetings, Secretaries Meeting minutes. Maintain quality customer service including self-professional appearances</p>		
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP 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> <p>Profession secretarial services (to the Minister, Secretary / OIC)</p>	<p>Major Activities/Duties</p> <p>Screening and dissemination of incoming calls to appropriate officers.</p> <p>Arrange traveling bookings and itinerary</p>	<p>Performance Measures/Outcomes</p> <p>Efficient and accurate selection of issues for the Secretaries concern</p> <p>Resourceful and efficient, and to provide clear and thorough details or concerns for the trip to avoid disruptions.</p>
	<p>Arrange for and provide protocol services to the Minister, Secretary / OIC and his or her client.</p>	<p>To satisfactorily provide professional and quality service to avoid any complaint</p>
	<p>Arrange and make bookings of appointment and meetings and act as a gate keeper deciding which messages and which visitors or callers need to go directly to their employer.</p>	<p>To be prompt, resourceful and efficient to enable the smooth conduction of meetings and visits</p>

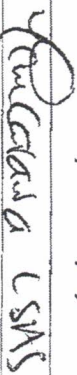
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	Draft confidential correspondence for the Secretary/OIC	To be professionally accurate and reliable in order to alleviate the Minister, Secretary's/ OIC's load. To be completed and submitted on time.
General administrative and registry services	Extraction of all issues of concerns from the minutes of the Executive meetings inclusive of but not limited to; Cabinet meetings, Secretaries meeting, Developments Coordinating Committee, Head of Departments meeting, etc. Facilitate Parliament Oral Questions and Written Questions and Motions to secretary and Senior Officials Distribution and following up on tasks delegated by the Minister, Secretary/OIC	Efficiently extracted and submitted to the Minister or Secretary/ OIC Timely parliament responds submitted to OB during Parliament sessions. Accurate distribution and prompt following up of tasks as per delegation with regular progress reports to the Secretary / OIC.
	Prudent management, monitoring and filing of all documents with special attention to any highly classified and confidential documents.	Total control of all issues concerned to the managing, monitoring, filing and protection of all documents charged with for efficiency and confidentiality
Quality customer services (Client service)	Provide service and advice to Minister, Secretary/OIC on professional, social and general information on any matters relevant or may be relevant to the Ministry's operation.	Resourceful and accurate information.
	Provide high standard of quality services to both the Minister, Secretary/OIC and their client/customer.	Satisfactorily performance with no complaint from both parties.

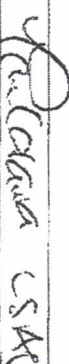
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<p>10. Key Challenges</p>	<p>11. Selection Criteria</p>
<p>A key challenge of the post is the segregation, screening and consecutively the negotiation of incoming calls or Client wanting to talk or meet with the Minister and Secretary or the OIC mainly with sensitive issues.</p> <p>Another major challenge is the booking and arrangement of all traveling processes and itinerary respectively to ensure that the schedule of traveling meet the requirements of the Minister and Secretary or OIC.</p> <p>Another key challenge is the appointment and coordinating the meeting of the Minister or Secretary/OIC. This may include dealing with external senior officers having different agenda and priorities.</p>	<p>11.1 PQR (Position Qualification Requirement): Education: 1-University Diploma in Management (rest of requirement is not necessary) Or Form 5 with Cert in Secretarial (Business) plus 3 years in registry work Or Form 3 with Cert in Secretarial (Business) plus 3 years in registry work with a pass in English course from any recognized Tertiary Institution.</p> <p>Experience:</p> <p>Job Training:</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> - Fluency in both English and Kiribati Language. - Competent with Microsoft Word, Microsoft Excel, Email and Internet facilities - Knowledge of office courtesy and protocols <p>2. Skills:</p> <ul style="list-style-type: none"> - Proven ability to professionally service, negotiate and coordinate meeting appointments and traveling itinerary. - Proven ability to manage, monitor and protect intellectual and confidential properties and documents of the Minister. - Ability to contribute to the efficiency conduction of the Minister, Secretary's / OIC's job - Through understanding of the Government of Kiribati working relation policy and procedure, legislations and constitution including the operational functioning of the office. - Ability to research and provide accurate reports for use by the Minister or Secretary / OIC in and outside office.

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	<p>3. Attributes</p> <ul style="list-style-type: none">- efficient & Effective- Hardworking and dedicated- Active Listening
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