

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Public Service Office	4. Division: Human Resource Management Center
2. Position Title: Human Resource Officer	5. Salary Level: L9-7
3. Reports to: Senior Human Resource Officer	6. Direct Reports: Senior Assistant Human Resource Officer, Assistant Human Resource Officer
<p>7. Primary Objective of the Position: To effectively coordinate and implement HRM Systems/Policies/Initiatives and new reforms with Ministries/government agencies or the public service as a whole to ensure successful and effective HRM implementation for an improved quality and standard of overall workforce/public service performance.</p>	
8. Position Overview	
8.1 Financial & Legal Accountabilities:	
8.1.1 Financial Accountability: None	8.1.2 Legal (Governing Instruments): 1. Human Resource Development Procedures Manual 2. Recruitment Policy 3. Performance Management System 4. National Condition of Service
8.2 Stakeholders:	
<p>i. Internal:</p> <ol style="list-style-type: none"> Admin Officers Registry Team Public Service Performance Management 	<p>ii. External:</p> <ol style="list-style-type: none"> State Owned Enterprises (i.e PUB, PVU, etc). Human Resource Officers and Admin Officers from line ministries.
8.3 Duties:	
8.3.1 To be referred to Supervisor: 1. Major changes to the Final Workplan 2. Reviews and implementations to HR Policies. 3. Decisions requiring budget/funding of any activities.	8.3.2 Without Referral to Supervisor: 1. Correspondences 2. Letters
<p>9. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP KPA: ▪ MSP ▪ Divisional/Departmental/Unit Plan: 	

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.

Approved by SRO/HOD/Delegate:



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Key Result Area	Activities	Performance Measures & Success Indicators
<p>1. Performance Management System for the Public Service (review/development /implementation/policy advice)</p>	<p>1.1 Assist in the Performance Management System Review by:</p> <ul style="list-style-type: none"> i. Involves in a wide consultation to all Ministries and Government Institutions – Taking minutes for each consultation and compile them for future uses in the report and for documentation. ii. Review a Positions Description (PD) template and develop a guideline for such template to be used and followed by all ministries. iii. Assist in the Train of Trainers (TOT) by preparing required materials during the training, also minute taking to be part of the PMS reporting. iv. Conducting outreach program by visiting certain islands and deliver the awareness and training on new PMS to staff stationed at outer islands. v. Develop and carryout transformational program to foster high performing public service <p>1.2 Assist with Implementation, coordination of the performance management data as well as providing advice on the PMS.</p>	<p>Consultations complete and minutes compiled and send to SHRO.</p> <p>A revised PD template and guideline is ready for submitted to DHRMC.</p> <p>TOT is done and minutes is submitted to SHRO.</p> <p>Complete an outreach program to all islands as scheduled.</p> <p>PMS implementation is rolled out across Ministries.</p>

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	<p>1.3 Assist in the logistics and correspondences to Task force members.</p> <p>1.4 Provide Secretarial support in PMS meetings.</p> <p>1.5 Assist with training of Ministries/employees on the revised PMS</p>	<p>Logistics arrangements done in advance – meeting, time, venue, agenda etc.</p> <p>Meeting papers circulated before meetings and minutes provided within 2 days after the meeting.</p> <p>Number of training sessions carried out.</p>
<p>2. Performance Analysis, Reporting & Improvement strategies</p>	<p>2.1 Analyse performance reports from individual Ministries based on the performance appraisal outcomes – identify performance gaps etc.</p> <p>2.2 Assist with development of the performance improvement strategies.</p>	<p>Performance analysis report showing individual Ministries and public service as a whole.</p> <p>Gaps identified and improvement strategies submitted.</p>
<p>3. Implement Public Service reforms and new initiatives, policies and/or transformation programs.</p>	<p>3.1 Job evaluation – assist with implementing the outcome of the JE exercise.</p> <p>3.2. Transformational or employee engagement programs for the public service – assist in development, coordination, implantation and evaluation of new programs developed.</p>	<p>Transition of the current salary scale to the new salary grading system</p> <p>New transformation/engagement program implemented and reported.</p>
<p>Coordinate Best Staff Award for Office of the Beretenti (OB) Family Ministries/Organizations</p>	<p>3. Assist in making improvement to the best staff award system and process by sharing ideas and make inputs to what has been developed by SAHRO.</p> <p>ALSO</p>	<p>Comments and feedback received by SAHRO</p>

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	Attend Task force meeting and providing best staff award certificate to OB family (OB, MFAI, KPS, KHC and PSO).	Certificates for best staff printed, signed by Secretary to Cabinet (SC) and provided to OB Family
Correspondences	<p>4. Respond to incoming files/letters that are related to the Performance Improvement and Transformation Unit.</p>	Correspondences sent.
Support other Units within HRMC Division	<p>5. Assist in any tasks from different Units such as screening of In-service application form, Evaluation of Establishment Register proposal from ministries and come up with recommendations to be discussed to ER committee for approval.</p>	Assist in any tasks required from other units.
<p>10. Key Challenges</p> <ul style="list-style-type: none"> Working under pressure and meeting deadlines. Working outside working hours when required. Working with different staff in other ministries. Liaising and negotiation with HoDs at all Ministries in any HR activities that fall under PITU's workplan 	<p>11. Selection Criteria</p> <p>11.1.1 PQR (Position Qualification Requirement)</p> <p>Education: Bachelor's degree in either Human Resource Management or Management and Public Administration, or Sociology/Social Science OR Diploma in Human Resource Management or Management & Public Administration, or Sociology/Social Science with 2 years post Diploma work experience as Senior Assistant Human Resource Officer or in the Human Resource Management Field.</p> <p>11.2 Key Attributes (Personal Qualities)</p> <ul style="list-style-type: none"> Ability to work well with others. Self-control. Stress tolerance. Cooperation. Concern for others. Adaptability and Flexibility. 	

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