

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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<p>1. Ministry: Public Service Office</p> <p>2. Position Title: Senior Integrity & Corruption Control Officer</p>	<p>3. Salary Level: 6-5</p>	<p>4. Division: Public Service Performance & Services Management (PSPSM)</p>
<p>5. Reports To: Secretary, PSO</p>	<p>6. Direct Reports: Director, PSPSM</p>	
<p>7. Primary Objective of the Position: To develop and implement Integrity and Corruption Control strategies/policies within the public service through the Public Service Anti-Corruption Committee so as foster a culture of high integrity and incorruptibility within the public service while closely working with the provisions of the UNCAC (UN Convention Against Corruption) and relevant UN agencies.</p>		
<p>8. Position Overview</p> <p>9. Financial: There's no financial responsibility & accountability to the position unless delegated by supervisors. However, the position is required to undertake approved activities according to the approved budget.</p> <p>10. Legal: No direct legal, but the existing NCS and other policies is required to ensure there's no duplication or clash. Also need to work closely with the Ministry of Justice and related government agencies including the anti-corruption committee in development/review of policies.</p>		
<p>11. Internal Stakeholders:</p> <p>a. Secretary & Admin Staff b. PSPSM Staff c. HRMDC staff</p> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> Decisions requiring budget / funding of any activities Major changes to the work plan affecting the whole Anti-corruption unit's business plan. Taking leave outside the agreed leave roster <p>12. External Stakeholders:</p> <p>a. Public Service Anti-Corruption Committee b. All government ministries/agencies c. The public</p> <p>To be referred to Manager</p> <ul style="list-style-type: none"> Prior implementing PSO's related anti-corruption activities/roles, this position has to seek advice and approval. 		

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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• Any changes to be made that will affect the Anti-corruption committee or strategy

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

<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 	Major Activities/Duties	Performance Measures/Outcomes
1. Integrity & Corruption Control Unit workplan	Develop a workplan for the unit. Manage activities for the unit to ensure objectives are met in raising integrity standards and corruption control measures/strategy in the public service.	Unit workplan Progress reports submitted to Secretary
2. Anti-Corruption Strategy	Develop the Anti-Corruption strategy with and/or in consultation with the Anti-Corruption Committee and related stakeholders. Conduct awareness to stakeholders on the strategy for success implementation and support.	Anti-Corruption strategy completed and approved A number of awareness workshops conducted and all stakeholders including the public are aware of the strategy to be implemented.
3. Integrity & Corruption Control Mechanism	Provide regular reports to Director and Secretary on the progress and impact of the Anti-Corruption strategy/policy Based on the Anti-Corruption strategy, develop mechanisms that ensures control of corrupt practices and boost integrity of civil servants and the public service as a whole.	Number of reports submitted to Director and Secretary. Draft mechanism submitted to the Anti-Corruption Committee. Mechanisms developed supported by the Committee and approved by higher authorities.
4. Effective functioning of the Public Service Anti-Corruption Committee	Coordinate regular meetings and provide Secretarial role to the committee and support to the Chair and Co-Chair.	Meeting documents are provided such as minutes and other relevant/required

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5. Monitor and Coordinate Implementation of the UNCAC provisions and reporting to relevant UN agencies.	Submit required reports from the UNODC/UNDP or other related UN agencies.	information are provided in a timely manner to the committee members. A number of reports submitted to UNDP/UNODC and other UN agencies regarding reports from Kiribati on Anti-Corruption.
6. Maintain good relations with UN agencies and other partners on Anti-Corruption	Engagement of partners such as UNDP/UNODC and maintaining communications or bilateral relations to ensure continuous support.	Continuous support is rendered by appropriate UN agencies.
7. Monitoring and Evaluation	Provide regular reports to Director, PSPSM and Secretary to show progress and impacts of the Anti-Corruption initiative.	Number of reports submitted.

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- o Communication skills – know how to communicate effectively
 - o Good interpersonal skills – being able to relate well with a variety of stakeholders
 - o Team player – be able to work well in a team.
3. Attributes
- o Stress Tolerance, Cooperation, Self-Control, Concern for Others, Adaptability/Flexibility.

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- 13. Key Challenges**
- Working under pressure and meeting deadlines.
 - Working outside working hours when required
 - Working with a variety of stakeholders (local and abroad)
 - Working with Technical Advisors and maintaining a good working relationship
 - Attending training and/or meetings overseas
 - Managing change of a new initiative i.e Integrity & Anti-Corruption for all civil servants/ public service

14. Selection Criteria

14.1 PQR (Position Qualification Requirement):
 Education: Bachelor Degree in Good Governance/Public Policy/Management/ Public Administration/Law/Sociology/ Political Science/Economics/Accounting/HRM


Experience: 3 years in middle management level

Job Training:

14.2 Key Attributes (Personal Qualities):

1. Knowledge
 - Policy review/development – Knowledge of how to review a policy and or develop a policy
 - Strategy development – Knowledge of planning processes and how to develop strategies
 - Management – Knowledge of how to manage and handle big tasks or projects from start to end successfully
 - Change management – Knowledge of how to manage change when there are new reforms or policies to be enforced/implemented.
 - Computer literate – Knowledge of how to work effectively using basic Microsoft programs such as Word and Excel and be able to use internet.
2. Skills:
 - Time Management Skills – Manage several tasks and meet deadlines.

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