

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

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| <b>1. Ministry:</b> MIA   |  |   |
| <b>2. Position Title:</b> Island Council Clerk  | <b>3. Salary Level:</b> L9-7                                 | <b>4. Division:</b> Local Government Division (MIA) |
| <b>5. Reports to:</b> Secretary   | <b>6. Direct Reports:</b> Director Local Government Division |   |
| <b>7. Primary Objective of the Position:</b> <ul style="list-style-type: none"> <li>▪ Advise Island Councils on matters relating to law, finance and or other administrative matters</li> <li>▪ Prepare annual council budgets</li> <li>▪ Assist and oversee control and preparation of accounting records;</li> <li>▪ Maintain Council minutes</li> <li>▪ Deal with community on government policies and issues where required;</li> <li>▪ Draft council papers, estimates, bye-laws, instructions, reports, etc for consideration and adoption at Council meetings, and</li> <li>▪ Overall supervision of Council and state fund operations.</li> </ul> |  |   |

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| <b>8. Position Overview</b>   |  |
| <b>9. Financial:</b> Local Government Financial Instructions and Financial Regulations.   | <b>10 Legal:</b> Kiribati National Conditions of Service (NCS), Local Government Act   |
| <b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Minister</li> <li>• Secretary</li> <li>• Deputy Secretary</li> <li>• Senior Local Government Officer</li> <li>• Local Government Staff</li> <li>• Mayor and Council Staff</li> <li>• Human Resource Officer</li> </ul> | <b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• All civil servant</li> <li>• Donor partners</li> <li>• Civil society and community</li> <li>• NGOs</li> <li>• Government Companies</li> </ul> |
| <b>Without referral to Manager:</b> <ul style="list-style-type: none"> <li>• Advice on Local Government Act and Local Government</li> </ul>   | <b>To be referred to Manager</b> <ul style="list-style-type: none"> <li>• Issues on the Local Government Act prior than given the advice to</li> </ul>   |

*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>Financial Instruction.</p> <ul style="list-style-type: none"> <li>Any queries regarding the full council decision</li> <li>The community queries on other matters</li> </ul>   | <p>Councillors.</p> <ul style="list-style-type: none"> <li>Queries regarding malpractices and discrepancies detected during working hours.</li> </ul>  |   |
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| <p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b></p> <ul style="list-style-type: none"> <li><i>KV20: Four Pillar</i></li> <li><i>KDP/KPA:</i></li> <li><i>MSP Outcome:</i></li> <li><i>Divisional Plan</i></li> </ul> |  |   |
| <p><b>Key Result Area/Major Responsibilities</b></p>  | <p><b>Major Activities/Duties</b></p>  | <p><b>Performance Measures/Outcomes</b></p>   |
| <ol style="list-style-type: none"> <li>Ensure government policy implementation on outer island and</li> <li>Social and economic stability maintained in Council and on Island at sustainable level.</li> </ol>  | <ul style="list-style-type: none"> <li>Responsible for the safe custody, maintenance and proper use of all Council buildings, stores and equipment;</li> <li>Implement Council's resolutions as recorded in monthly minutes</li> <li>Negotiate, manage and report on Island Development Plans as identified by Council;</li> <li>Licensing officer;</li> <li>Carry out duties where necessary for other Ministries and Government statutory bodies under statute;</li> <li>Facilitate the work of resident and visiting government staff;</li> <li>Solemnize marriages</li> <li>Island registrar of births, deaths and marriages; and</li> <li>Other duties as may be assigned by Senior Responsible Officer.</li> </ul> | <ul style="list-style-type: none"> <li>❖ Number of Council building complaints reduced</li> <li>❖ Number of Council's resolutions are addressed every month.</li> <li>❖ Number of Island Development Plan presented.</li> <li>❖ Number of duties settled with other Ministries</li> <li>❖ Number of Marriages registered.</li> <li>❖ Number of birth and death registered.</li> </ul> |

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| <b>14. Key Challenges</b>  |  |
| <ul style="list-style-type: none"> <li>• Provide support to permanent secretary on all Island Council issues.</li> <li>• Ensure the proper administration practice in the Island Council Level.</li> <li>• Being transfers from Island to Island at any time.</li> </ul>   |  |
| <b>15. Selection Criteria</b>  |  |
| <p><b>15.1 PQR (Position Qualification Requirement):</b><br/>Qualification</p> <ul style="list-style-type: none"> <li>- A Degree in Management, Economics and Accounting</li> </ul> <p><b>Specialized training:</b></p> <ul style="list-style-type: none"> <li>- Management and Accounting training</li> <li>- Leadership training</li> </ul> <p><b>a. Other skills</b></p> <ul style="list-style-type: none"> <li>- Must be able to communicate fluently in both English and Kiribati.</li> <li>- Possess relevant Accounting and Management qualifications.</li> <li>- Experienced in the field is an advantage</li> </ul> |  |
|  | <p><b>15.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• Work oriented and patient</li> <li>• Respect others especially customs and traditions of respective urban communities.</li> <li>• Team player</li> <li>• Proactive and innovative</li> <li>• Flexible</li> <li>• Active and hard working</li> <li>• Good listening</li> <li>• Instructing</li> <li>• Concern of others</li> <li>• Self-control</li> <li>• Attention to detail</li> <li>• Analytical thinking</li> <li>• Integrity</li> <li>• Team work</li> </ul> |

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