

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: Ministry of Tourism, Commerce, Industry and Cooperative | | |
| 2. Position Title: Commerce Liaison Officer | 3. Salary Level: 9-7 | 4. Division: Administration |
| 5. Reports To: Secretary | 6. Direct Reports: CEO KCCI, President KCCI & DS | |
| 7. Primary Objective of the Position: To assist in strengthening the capacity of KCCI to support the growth of the private sector and local economic development as outlined in the Trade Policy Framework (TPF) and the Kiribati Development Plan (KDP). This necessitates enhancing KCCI's role as a credible representative organization for the Private Sector in Kiribati. | | |

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| 8. Position Overview | |
| 9. Financial: NIL | 10 Legal: National Condition of Service, Procurement Act, Trade Policy Framework; Investment Policy Framework; National Quality Policy; and other MCIC-related Acts and Policies |
| 11. Internal Stakeholders: <ul style="list-style-type: none"> • MTCIC Administration team • Head of Divisions • KCCI Executives • KCCI Staffs • KCCI members To be referred to Manager: <ul style="list-style-type: none"> • Advise on institutional changes within KCCI to bring about more effective and efficient delivery of KCCI's development objectives and goals • For matters that need KCCI Directors, HM and Secretary approvals | 12. External Stakeholders: <ul style="list-style-type: none"> • All Government Ministries • NGOs • Private Sectors in Kiribati • Other stakeholders To be referred to Manager: <ul style="list-style-type: none"> • Decisions that critically need the involvement and participation of External stakeholders |
| 13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: | |

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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| ▪ Divisional/Departmental/Unit Plan: | | |
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| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
| Policy Implementation Support and | <ul style="list-style-type: none"> • Understanding Local Regulation – assist the Chamber in providing local laws and regulations that govern business operations in Kiribati. • Advising on Compliance – assist in providing guidance to private sector organizations on how to comply with related regulations, ensuring that businesses operate within legal frameworks. • Assist in developing position papers on issues affecting the private sector. • Assist in developing new project proposals that will contribute to a sustainable operation of KCCI | <ul style="list-style-type: none"> • Must accurately provide advice to the Chamber on any related local laws and regulations that businesses operate within 1 |
| Enhance KCCI's operational readiness. | <ul style="list-style-type: none"> • Assist in developing and implementing KCCI's Strategic Plan • Assist the CEO in managing the day-to-day business of the Chamber. • Assist in identifying training programs tailored to address KCCI's specific operational gaps, as well as providing specialized knowledge necessary for effective training sessions. • Oversees the distribution and management of KCCI's resources to ensure optimal utilization. | <ul style="list-style-type: none"> • Annual Strategic Plan must be completed prior end of December every year. • Must accurately provide advice to the CEO on issues/important activities that should be considered. |
| KCCI Business Development assistance. | <ul style="list-style-type: none"> • Assist in building the credibility of the Chamber to enhance membership and business development services. • Enhance inclusive participation of all businesses including the Small and Medium Enterprises | <ul style="list-style-type: none"> • Accurate reporting and timely submissions • Efficient and timely. |

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| | <ul style="list-style-type: none"> • Assist KCCI in mobilizing resources from Local and International donors • Assist in developing business coalitions and sector-specific associations • Assist in facilitating the management of the Container Storage Yard • Any other duties directed by CEO KCCI and MTCIC Secretary from time to time. • Coordinate with Directors of Business Promotion Center and Business Regulatory Center at MTCIC in the implementation of the Small and Medium Enterprise (SME) Act 2001 and the Private Sector Development Strategy (PSDS) and Trade Policy Framework Policy (TPF). | <ul style="list-style-type: none"> • Must advise the Secretary, MTCIC regularly on a brief report issue • Must comply with lawful instruction given from time to time |
| Evaluation and Reporting | <ul style="list-style-type: none"> • Assist in providing acquittal reports for project funds utilized by KCCI. • Assist in providing the annual financial report of KCCI • Submit quarterly reports to the Director of BRC and Secretary at MTCIC and KCCI on the progress of activities and the capacity-building milestones achieved | <ul style="list-style-type: none"> • Must compile and produce KCCI monthly report to the Ministry • Annual Strategic Plan must be completed prior end of December every year. • Must accurately provide advice in a report version issue concerned with financial and administrative matters. |

| 10. Key Challenges | 11. Selection Criteria |
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| <ul style="list-style-type: none"> • This role requires direct and close collaboration with the CEO, KCCI Secretaries for all Government Ministries, KCCI Executive Board Directors, and all KCCI members in Kiribati. Consequently, the individual in this position must | <p>15.1 PQR (Position Qualification Requirement): Education: <u>Degree in Commerce, Economics, Management, Public Admin, Accounting, Finance and other business-related fields.</u> Experience: N/A</p> |

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be adaptable, capable of self-management, and vigilant regarding any issues that could potentially affect the performance of KCCI's administration. Overall, the work environment may be stressful and challenging, necessitating someone who can effectively handle such conditions.

Job Training: N/A

Prerequisite

15.2 Key Attributes (Personal Qualities):

- Ability to lead, motivate and supervise staff
- People Management skills
- Ability to implement projects, policies and procedures
- Fluency in both English and Kiribati language
- Competent with Microsoft Word, Microsoft Excel, Email and Internet facilities
- Proactive and a good team player

Good understanding of business-related issues and laws administered by the Ministry

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