

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

<b>1. Ministry:</b> Ministry of Tourism, Commerce, Industry and Cooperatives		
<b>2. Position Title:</b> Senior Business Promotion Officer	<b>3. Salary Level:</b> L6-5	<b>Division:</b> Business Promotion Division
<b>4. Reports To:</b> Secretary, MCIC	<b>5. Direct Reports:</b> Director, Business Promotion Center	
<b>6. Primary Objective of the Position:</b> To implement MCIC MOP and divisional work plan to achieve its desired mission of contributing to the economic and social development by promoting business initiatives, formulate relevant policies and the implementation of overall plans of the Division. Also, to conduct trainings and supervision of Business Promotion Division Staff.		

<b>7. Position Overview</b>	
9. Financial: Administer revenue generated from container yards and small industry area	10 Legal: Cooperative Societies Ordinance (Cap 14) & Credit Union Act 1990
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>• Secretary, DS, SAS,AS</li> <li>• Business Promotion Staffs</li> <li>• Director BPC</li> <li>• Director BRC</li> <li>• Cooperative &amp; Credit Union Registry &amp; Compliance Staff</li> <li>• Accounting Unit Staff</li> <li>• IT and Business Information Unit Staff</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>• Attending to business &amp; cooperative issues according to the Registrar of Cooperatives/ Permanent Secretary's</li> <li>• Seeking approval for other related issues</li> <li>• Any other related issues beyond his/her control</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Mayors/Clerks</li> <li>• Communities</li> <li>• Cooperatives Boards</li> <li>• Island Council treasurers</li> <li>• KCCI and Business Community</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li>• Assistance to be provided to the stakeholders</li> <li>• Any other activities that required by him from these bodies.</li> </ul>

*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.*

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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
1. To make decisions for the overall operations and Performance of the Business Promotion Division in line with the MSP, the approved budget and work plan	<ul style="list-style-type: none"> <li>• To develop the divisional annual budget, work plan and other necessary documents for the division</li> </ul>	Developed the divisional budgets and work plan annually
2. To facilitate and implement training for Business development, Cooperatives and Credit Unions.	<ul style="list-style-type: none"> <li>• Conduct Business training workshops on South Tarawa and the outer islands</li> <li>• To develop project proposals for business development</li> <li>• Develop business plan for potential entrepreneurs and submitted to financial institutions</li> <li>• To conduct basic accounting trainings to cooperatives and credit union</li> </ul>	No. of new business registered and established Project proposals developed No of business plans developed No of basic accounting trainings conducted
3. Harmonize, develop and implement a specific financing scheme for SMEs in order to improve access to finance.	<ul style="list-style-type: none"> <li>• Facilitate access to finance scheme for micro and small businesses especially for women and young entrepreneurs</li> </ul>	Establishment of financial schemes and utilization by women and young entrepreneurs
4. Facilitate the implementation of the recommendation of the Gap Analysis Report	<ul style="list-style-type: none"> <li>• Consult with development partners to mobilize resources for implementation of the diagnostic report recommendations</li> </ul>	% Level of implementation
5. Support and facilitate the development of private sectors	<ul style="list-style-type: none"> <li>• Undertake periodic public private dialogue with the KCCI</li> </ul>	Number of PPPD meetings CSY Management Plan developed

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	<ul style="list-style-type: none"> <li>Facilitate management of Container Storage Yards (CSYs)</li> <li>Coordinate National Business Awards</li> </ul>	Successfully coordinate the NBA event
6. Formulate National Cooperative & Credit Union Policy	<ul style="list-style-type: none"> <li>Seeking technical assistance for the development of both policies</li> <li>Undertake desk review and consultations to inform the Policy Formulation</li> </ul>	Cooperative & Credit Union Policies developed Scoping paper finalized and circulated
7. Advocate Kiribati Interest through participation in the International Cooperative alliance, Oceania Congress of Credit Union League and World Confederation of credit union league or other agencies	<ul style="list-style-type: none"> <li>To adopt and facilitate new initiatives for the development of Cooperatives and Credit Unions in Kiribati</li> </ul>	Type of new initiatives established
8. Encourage diversification of cooperatives to add value domestically and to our resources	<ul style="list-style-type: none"> <li>To facilitate the transition of Copra Cooperatives into other value-added sectors of Fisheries, Agricultural and Livestock etc.</li> </ul>	Number of new cooperatives established in Value added industry/sectors
9. Other tasks assigned by superiors	<ul style="list-style-type: none"> <li>Conformance to instructions given from time to time</li> </ul>	Extra tasks undertaken and completed

<b>14. Key Challenges</b>	<b>15. Selection Criteria</b>
<ul style="list-style-type: none"> <li>Implementation of MCIC's MOP and work plan for the Business Promotion Division by assisting to facilitate and develop key strategies for the development of Business and Private sectors.</li> <li>Additional working hours may be required to meet deadlines. Overtime is not applicable</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Degree in Accounting, Economics, Management and Business studies.</p> <p><b>Experience:</b> At least 3 years' experience in Business Management, Accounting, and computer literate work experience</p>

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	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"><li>• Fluent in both English and Kiribati Language</li><li>• Knowledge on Accounting/Economics and other related fields</li></ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"><li>• Active listening</li><li>• Critical Thinking</li><li>• Instructing</li><li>• Complex problem solving, Speaking</li></ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>• Efficient</li><li>• Analytical thinking</li><li>• Teamwork</li><li>• Creative, energetic, and enthusiastic about work</li><li>• Willingness to work after hours.</li></ul>
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