

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Commerce, Industry and Cooperatives	
2. Position Title: Senior Industry Officer	3. Salary Level: L6-5
Division: Industry Development and Promotion Division	
4. Reports To: Director BPC	5. Direct Reports: Industry Promotion Officer
<p>6. Primary Objective of the Position: To contribute to the effective implementation of MCI's MOP and the work plan for the Industry Development and Promotion Division, by coordinating and implementing industry development strategies to support product diversification through value addition in key productive areas like agro-industry, fisheries, tourism related industries; garment among others. In the long-term, it will contribute to improved domestic employment and trade through the production of value added products as envisaged in the KV/20.</p>	
7. Position Overview	
<p>9. Financial: Recurrent Budget</p>	10. Legal:
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Honourable Minister • Secretary, MCIC • Deputy Secretary, MCIC • Project Management Unit Staff • MCIC Staff/Industry Development and Promotion Division Staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Technical and decision beyond capacity and capability • Seeking approval before undertaking extra activities • Any other related issues beyond his/her mandate 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • NTAC: National Trade Advisory Committee Members • ALL Government Ministries • Exporters and Importers • NGOs: KANGO, KC DL, AMAK, SPC, APCC, UNIDO • Producer Groups in the Outer islands <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Assistance to be provided to the stakeholders • Providing information related to the Ministry • Any other advices required from these stakeholders

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>13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Strategy Formulation and Implementation</p>	<ul style="list-style-type: none"> • Coordinate and contribute to the formulation of industry development strategies in key product value chains; • Support the implementation of key industry related strategies including the Coconut Sector Development Strategy and in other sector plans like in the Investment Policy framework among others • Implement cluster development initiatives targeting specific value chains • Implement strategies to support value addition in key productive sectors; • Coordinate with relevant support institutions in developing and implementing incentives to support value addition in key productive sectors including garment industry; • Coordinate the development of Industry Policy Paper • Undertake specific value chain studies to inform development of value added products in Kiribati. • Facilitate machinery and technology transfer targeting key product value chains; • Coordinate with Quality Promotion Division and private sector in developing and implementing specific product quality standards in specific value chains in line with National Quality Policy. 	<ul style="list-style-type: none"> - Key industry development strategies developed and endorsed - Number of key policy measures implemented in the Coconut Sector Development Strategy and other sector plans - Number of Cluster development initiatives implemented; - Number and type of incentives implemented in specific product value chains; - Number and type of value chain studies undertaken; - Number and type of machinery and technology transfer programmes implemented in collaboration with the private sector - Products within the value chain are able to meet specific product standards

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<p>Stakeholder engagement and Capacity Development</p>	<ul style="list-style-type: none"> • Undertake Capacity needs assessment targeting key product value chains to inform capacity development programme • Implement capacity development programmes based of capacity needs assessment in specific industry value chains especially on the outer Islands; • Organise specific Industry Stakeholder consultative mechanisms to enhance public private dialogue on industry development. • Participate in national and international fora on Industry and value chain development; • Map and recommend training opportunities for industry development and promotion staffs 	<ul style="list-style-type: none"> - Number of Capacity needs assessments developed and implemented. - Number of producers trained in specific product value chain. - Number of organized dialogues on industry development. - Reports on participation in national and international fora - Number of trainings undertaken
<p>Resource Mobilization, Strategic Partnerships and project implementation</p>	<ul style="list-style-type: none"> • Developing proposals and concept papers in line with donor requirements • Support the implementation of approved projects • Undertake donor mapping to inform potential strategic partners • Support engagement with key strategic partners like UNIDO among others 	<ul style="list-style-type: none"> - Number of projects developed and approved by donors - Number of Concept papers developed - Key projects successfully implemented.

14. Key Challenges

- Coordinate and administrative activities and other task and responsibilities under the direction of senior staff or DBPC/DS/PS to ensure ministry objectives are met.
- Additional working hours is not required to meet deadlines.
- Overtime is not applicable.

15. Selection Criteria

11.1 PQR (Position Qualification Requirement):
Education: At least Degree in Economics; Agricultural economics; Industry development; Development Studies; Business Management and other related fields.
Experience: Minimum of at least 3 years of experience in private sector related issues

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Job Training: Should have undergone industrial development related trainings.

Prerequisite:

11.2 Key Attributes (Personal Qualities):

1. Knowledge

- Good understanding of KDP 2016-2019, KV20 linkages with industrial development;
- Good understanding of Key government policies on Private Sector Development;
- Fluent in English
- Education and training

2. Skills:

- Excellent interpersonal and communication skills
- Active listening and writing skills
- Critical thinking
- Instructing
- Complex problem solving

3. Attributes

- Social and keen to work with communities
- Efficient
- Teamwork
- Creative, energetic and enthusiastic about work.

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