GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. **Ministry: MLPID**

2. **Position Title: Assistant Secretary**

3. **Salary Level: L10-9/8-7**

4. **Division: Headquarter**

5. **Reports To: SAS/DS**

6. **Direct Reports: Office Manager**

7. **Primary Objective of the Position:**
To provide more complex administrative support to supervisors and senior staff in the Ministry

8. **Position Overview**

9. Financial: NIL

10. Legal: NCS, OHS

11. Internal Stakeholders:

- Admin staff

- HODs

- Ministry Staff

To be referred to Manager:

- Responding to straight forward correspondences

- Develop information and briefing papers

12. External Stakeholders:

- In line AS in Minsitries

- SOEs

- NGOs

To be referred to Manager

- Responding to straight forward correspondences
- Queries about staff and other official matters
- Issues raised from staff and other involved parties

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

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Ministry Administration	- Prepare correspondences speeches, internal reports and information papers; Assist in the following: - Allocation of resources (transport, stationery, computers - Monitoring Budget Expenditure - Develop and monitor the leave roster, attendance and management of leave - Development and monitoring of activity and or project budgets - Answer staff queries on entitlements and responsibilities - Monitoring of staff attendance, disciplinary matters	- All required reports prepared and submitted in the required format in time - Staff queries accurately answered within 2 days receipt
MOP and KDP Implementation	- Assist with the development and submission of project proposals to achieve MOP and KDP Goals - Assist with the implementation and monitoring of projects including budget expenditure and acquittal -	- Budget reports prepared in time - MOP Progress reports compiled and presented on time.

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Independence Activities	- Assist SAS in coordinating all independence activities	-

14. Key Challenges

Coordinate administrative activities under the direction of senior staff. To ensure Ministry objectives are met. This may include providing advice to technical staff on entitlement, policy and procedure for administration matters.

At peak times, additional working hours may be required to meet deadlines. (Overtime is not applicable)

The Postholder may be required to undertake research with central agencies or online to develop information and discussion papers for

15. Selection Criteria

15.1 PQR (Position Qualification Requirement):

Education:

Degree in Management/Administration or related fields; Economics, Accounting, Sociology, Human Resources

15.2 Key Attributes (Personal Qualities):

1. **Knowledge**
   - **Knowledge of basic office operations, office courtesy and protocol**
   - **English language**
   - **Computers**

2. **Skills:**
   - Good computing skills with competence in Microsoft Word and
   - Use of Internet
   - Fluency in both English and Kiribati
   - Ability to keep records
   - Ability to draft simple correspondence
   - Ability to draft and amend simple budget
   - Active listening

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- Reading Comprehension
- Social Perceptiveness

3. **Attributes:**
- Efficient & Effective
- Innovative
- Vigilant
- Creative
- Approachable
- Cooperative
- Honest & Reliable
- Hardworking & dedicated

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