

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

**Ministry: Women, Youth and Social Welfare**

**1. Position Title:** Counsellor      **2. Salary Level:** L10-9      **3. Division:** Social Welfare

**4. Reports To:** Senior Counsellor      **5. Direct Reports:** Case Worker

**Primary Objective of the Position:** To assist Senior Counsellor in coordinating and providing comprehensive and professional counselling services to children, victims of violence families as well as those who have personal and psychological issues. Assist Senior Counsellor in promoting preventative and curative measures to solve personal and family issues. Assist Principal to promote the importance of counselling to other relevant governmental and non-governmental stakeholders.

<p><b>6. Position Overview</b></p> <p><b>9. Financial:</b> \$</p>	<p><b>10. Legal:</b></p> <p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Development Partners</li> <li>• Mayors, Island Clerks and ASWO</li> <li>• Key Line Ministries</li> <li>• Donors Agencies &amp; Development partners (AusAid DFAT, Scope</li> <li>• AG's Office, OPL, MOE, MHMS</li> <li>• Communities &amp; NGOs</li> <li>• KNOC</li> </ul> <p><b>To be referred to Manager:</b></p> <ul style="list-style-type: none"> <li>• Assist Senior Counsellor to review result of program implementation and effectiveness</li> <li>• Data for program directions and emphasis</li> <li>• Results of counseling program activities</li> <li>• Report on personal and family development programs</li> </ul>
<p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• NGO Unit (Community)</li> <li>• Youth Division</li> <li>• Disability Unit</li> <li>• Women Development Unit</li> <li>• Sports Division</li> </ul> <p><b>Without referred to Manager:</b></p> <ul style="list-style-type: none"> <li>• Delivery of a comprehensive counselling programs</li> </ul> <p><b>After consultation with managers or others</b></p> <ul style="list-style-type: none"> <li>• Development and management of a comprehensive counselling program</li> </ul>	<p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP and Motinnano)</b></p> <p><b>KPA 2 Outcome 1:</b> Increased sustainable economic and improved standard living of I-Kiribati people</p> <ul style="list-style-type: none"> <li>▪ <b>MOTINNANO 9 Public Sector : Youth Empowerment to decent work</b></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.*

Approved by: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

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**KPA 2: Inclusive Economic Growth and Poverty Reduction**

- Divisional/Departmental/Unit Plan:
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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Program implementation and effectiveness                      Data                      Results of counseling programs                      Children, young people and families facing difficulties in their live</p>	<ul style="list-style-type: none"> <li>• Conduct yearly program audit to review program</li> <li>• Collections and analysis</li> <li>• Measuring and sharing results</li> <li>• Facilitate appropriate interventions</li> </ul>	<p>Strengths and weaknesses identified                      The program directions and emphasis                      Results are provided to Social Welfare and other relevant stakeholders</p>
<p>KEYS Challenges                      Professional standard</p>	<ul style="list-style-type: none"> <li>• Be a good role model for clients and the public. Be punctual to work, be well organized, be committed and enthusiastic about the job and uphold principle of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Completion and submission of a copy of YDD's DOP</li> <li>• Submission of report two weeks after the end of the quarter</li> <li>• Timely submission of the reports.</li> </ul>
	<ul style="list-style-type: none"> <li>• Keep and update record of visiting clients and counselling programs, perform duties assigned by the principal, assist in the supervision of organized activities for needy clients when required. Adhere to Social Welfare Policies and legal frameworks and the Ministry as a whole</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a high standard of professionalism.</li> </ul>

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14. Key Challenges	15. Selection Criteria
<p>The post holder is expected to work more hours when and if required from time to time. He/She must be involved in the Ministry's curricular activities required for the development and betterment of the ministry's status.</p>	<p><b><u>Qualifications and experience:</u></b></p> <ul style="list-style-type: none"> <li>• Degree in Psychology or Counselling, or Degree in Social Work with at least 3 years proven counselling experiences</li> <li>• Diploma in Psychology or Counselling or Other Social Work related fields with at least 5 years of counselling experiences</li> </ul> <p><b><u>Key attributes:</u></b></p> <ul style="list-style-type: none"> <li>• Possess passion to help children, young people and families</li> <li>• Be patient at all costs</li> <li>• Fluent in both English and Kiribati</li> <li>• Must be committed and be initiative in new ideas for improvement</li> <li>• Good computing skills with competence in Microsoft word Microsoft excel and power point</li> <li>• Should have a clean Police clearance record</li> <li>• Medical certificate showing he/she is mentally and physically fit.</li> </ul>

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