

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Line & Phoenix Islands Development			
2. Position Title: Deputy Secretary	3. Salary Level: Level 4	4. Division: Admin	
5. Reports To: Secretary	6. Direct Reports: Secretary Assistant, Secretary, HODs		
7. Primary Objective of the Position: To ensure that the Ministry enhances and sustains a quality service to all			
8. Position Overview			
9. Financial: Nil		10. Legal:	
11. Internal Stakeholders: i. Staffs ii. Donors iii. PSC		12. External Stakeholders: i. All Ministries ii. SOEs iii. Public (Customers)	
13. To be referred to Manager: i. MOP preparation and progress report ii. Personal matters related to NCS iii. Budget preparation iv. Personal matters related to NCS v. HRM framework vi. Preparation of Cabinet papers		14. Without Referral to Manager i. Routine tasks ii.	
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 			
Key Result Area/Major Responsibilities	1	Major Activities/Duties	Performance Measures/Outcomes
Customer Service (Client Service)		i. Provide advice to technical officers of the Ministry of Administration requirements	Accurate advice is provided within two days of request

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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	<p>including budget and planning requirements</p>	<p>All Ministry Administration is accurate and completed on time</p>
	<p>ii. Implement administration for the Ministry to ensure MOP requirements are met through preparation of Cabinet papers, briefings and discussion papers iii. To ensure the customer service delivery is effective and efficient at all levels iv. On top on all supporting assistance required from our Ministry</p>	<p>Completed and submitted on time Progress reports completed and submitted to NPO on time Vote for transfers are actioned as required by Divisions/Vote Managers All PV/LPO actioned within 1 day of receipt in accordance with delegation and financial regulations</p>
<p>Strategic Planning and Reporting</p>	<p>i. MOP preparation ii. Progress report on achievement of MOP activities iii. Authorize expenditure iv. Documenting and reporting minute reports on all meetings attended.</p>	<p>Completed and submitted on time Progress reports completed and submitted to NPO on time Vote for transfers are actioned as required by Divisions/Vote Managers All PV/LPO actioned within 1 day of receipt in accordance with delegation and financial regulations</p>
<p>People Management</p>	<p>i. Develop HRM framework for the Ministry under the advice from the Secretary</p>	<p>Accurate and timely submissions in line with the HRM framework for the Ministry.</p>
<p>16. Key Challenges</p>		
<p>A key challenge of the post is leading and coordinating administration activities of the ministry to ensure that technical staff can perform their roles effectively. This may include providing advice to technical staff on administrative matters.</p>	<p>17. Selection Criteria</p> <p>17.1 PQR (Position Qualification Requirement): Education: Post Graduate in Public Administration, Business Administration, Project management, Policy development, Economics and Administration related fields with 5 years relevant work experience at senior management level or 7 years work experience at middle management level. Experience:</p>	

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<p>Job Training:</p> <p>Prerequisite:</p>	
	<p>17.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">- Customer and personal service- Administration and management- Personnel and Human resources <p>2. Skills:</p> <ul style="list-style-type: none">- Speaking talk to others to convey information effectively- Active Listening- Social perceptiveness- Monitoring- Critical thinking- Learning strategies- Negotiation- Persuasion <p>3. Attributes</p> <ul style="list-style-type: none">- Efficient- Effective- Innovative- Creative- Approachable

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