

# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

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

<b>1. Position Title:</b> Principal Disability Inclusion Officer	<b>2. Salary Level:</b> L6-5	<b>3. Division:</b> Disability Inclusion
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**4. Reports To:** Secretary

**Primary Objective of the Position:** Oversee active management of the overall strategic and operational aspects of the Disability Inclusion Division and ensure effective and efficient service delivery to improve the quality of life of persons with a disability in Kiribati.

**6. Position Overview**

9. Financial: \$

11. Internal Stakeholders:

- NGO Division (Community)
- Youth Division
- Disability Division
- Women Development Division
- Sports Division
- Administration Division

10. Legal: KNDP & CRPD

12. External Stakeholders:

- Development Partners
- Mayors, Island Clerks and ASWO
- Key Line Ministries
- Donors Agencies & Development partners (AusAid DFAT, Scope)
- AG's Office, OPL, MOE, MHMS
- TTM (Te Toa Mataoa)
- Communities & NGOs
- Customer

**Without referred to Manager:**

- Delegating of assignment to the disability officer
- Authorizing leave and official trips for divisional matters
- Monitoring and Evaluation of Disability programs
- Reporting on disability programs
- Human Resource Management

**To be referred to Manager:**

- Hiring and disciplining of staff
- Providing capacity building to staff
- HRM Framework
- Budget
- DOP and progress report

This is 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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		<ul style="list-style-type: none"> <li>Facilitating and monitoring relations with significant stakeholders, development partners and donors</li> </ul>
<p><b>13. KEY ACCOUNTABILITIES (include linkage to KDP, MOP and Divisional Plan)</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>MOTINNANO 9 Public Sector: Youth Empowerment to decent work</li> </ul> <p><b>KPA 2: Inclusive Economic Growth and Poverty Reduction</b></p> <ul style="list-style-type: none"> <li>Divisional/ Departmental/ Unit Plan</li> </ul>		
<p><b>13. Key Result Area/Major Responsibilities</b></p> <p>Kiribati National Disability Policy</p>	<p><b>Major Activities/Duties</b></p> <ul style="list-style-type: none"> <li>Provide services to people with disabilities that are in line with the KNDP and CRPD.</li> </ul>	<p><b>Performance Measures/Outcomes</b></p> <ul style="list-style-type: none"> <li>Satisfaction of people with disabilities in the service provision.</li> <li>Report on annual review on service delivery compliance towards KNDP in Kiribati.</li> <li>Accurate advice is provided within two days of request</li> <li>Brief is provided on a regular basis and immediately upon request</li> <li>Report on the outcome of disability programs to ensure the appropriate usage of extra budget requested</li> </ul>
<p>Technical advice</p>	<ul style="list-style-type: none"> <li>Advise Secretary on matters related to services and policies of Disability Welfare</li> <li>Provide briefing to Secretary and other HODs when matters relating to disability</li> <li>Provide advice if extra budgetary provision is needed for relevant disability programs</li> </ul>	<ul style="list-style-type: none"> <li>Client satisfaction</li> <li>All cases be dealt with within a week of receiving the case</li> </ul>
<p>Disability Program</p>	<ul style="list-style-type: none"> <li>Ensure all people with disabilities are provided with effective and efficient services</li> <li>Coordinating project Government Disability program/activity implemented in at least 2 outer islands by end of 2016</li> </ul>	<ul style="list-style-type: none"> <li>Client satisfaction</li> </ul>
<p>Management of Disability Activities</p>	<ul style="list-style-type: none"> <li>Ensure disability activities is facilitated well within the Ministry's</li> </ul>	<ul style="list-style-type: none"> <li>Client satisfaction</li> </ul>

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	<p>disability service portfolio in accordance to the CRPD and ensure accurate recording and reporting of funding in all disability activities and programs</p>	<ul style="list-style-type: none"> <li>Monitoring of payment process be done on a daily basis</li> <li>Evaluation be conducted on a monthly basis</li> </ul>
Administration	<ul style="list-style-type: none"> <li>Initiate a review of existing working tools (i.e. policies, strategic plans, laws) if necessary for enhancing quality of service.</li> <li>Ensure activities are implemented within the budget and time frame</li> </ul>	<ul style="list-style-type: none"> <li>Working tools have to be always up-to-date and relevant to the current circumstance.</li> <li>Budget is appropriately utilized</li> </ul>
Human Resource Management & Development	<ul style="list-style-type: none"> <li>Motivate and help the disability officer in areas of commitment and productivity</li> <li>Build strong team work with the disability officer</li> <li>Develop divisional up skill training within the division</li> </ul>	<ul style="list-style-type: none"> <li>Counsel staff on a regular basis or whenever one's performance and commitment to work is deteriorated</li> <li>Meeting with disability officer held once a week</li> <li>CRPD training and workshop and other skill gaps that may exist within the division</li> </ul>
<p><b>14. Key Challenges</b></p> <ul style="list-style-type: none"> <li>Delivering a quality service through strong team spirit</li> <li>Alleviating issues encountered by people with disabilities in the community</li> <li>Working outside normal working hours to meet deadlines without remuneration</li> </ul>	<p><b>15. Selection Criteria</b></p> <p><b>15.1 Qualification &amp; Experience</b>            Bachelor's Degree in Disability, Community Rehabilitation, Developmental Education, Community and Human Services/ Social Development and Management/ Counselling and Psychology/Sociology, Social Work and Management with at least 3 years of working experience in the field.</p> <p><b>15.3 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Customer and personal service</li> <li>Fluent in both English and Kiribati</li> <li>Computer literate</li> </ul>	

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	<p>• Understanding in CRPD and KNDP</p> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Leadership and Management skills</li><li>• Disability Counselling skills</li></ul> <p><b>Key attributes:</b></p> <ul style="list-style-type: none"><li>• Must be dedicated and committed</li><li>• Passionate about helping and improving the lives of people with disabilities</li><li>• Leadership and management abilities</li><li>• Innovative</li><li>• Patience</li><li>• Mature</li><li>• Walk the talk</li></ul>
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