

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Registry Clerk/Receptionist	3. Salary Level: L18-15/14-12	4. Division: Administration
5. Reports To: Office Manager	6. Direct Reports: Assistant Secretary	
7. Primary Objective of the Position: To ensure that administrative support is always provided and all activities within the Registry Office is carried out accordingly		

8. Position Overview	
9. Financial: Nil	10 Legal:
11. Internal Stakeholder: Ministry Staff Executive Head of Departments/Assistants Secretary/DS/SAS/AS To be referred to Manager: Establishing and maintaining a filling system Maintaining reference information in database form such as file index and the PF index etc. Allocating of incoming mails to appropriate and bring up to assigned officers Photocopying and typing work if required	12. External Stakeholder: Other Ministry staff To be referred to Manager Allocating of incoming mails to appropriate and bring up to assigned officers Photocopying and typing work if required

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.

Approved by:	Date of Issue:
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Assisting in maintaining leave records and correspondences in a confidential manner

Monitoring and reporting staff attendance

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
Customer Service (Client service)	<ul style="list-style-type: none"> ➤ Answering over the phone enquiries, greet customers and offer services ➤ Identify service required, determine whether accredited to provide required service. ➤ Provide information, establish customer's eligibility, etc 	All queries are dealt with within that day if done by phone or within one day of receipt of complaints.
Managing records management system	<ul style="list-style-type: none"> ➤ Updating staff leave record. ➤ Keep track of file movement for necessary action by concern officers. ➤ Administer transport record and movement. ➤ Dispatching of outward mails ➤ Following up of contract and temporary pays. 	Recording of the movement should be done every time the file moves every day. Updating records daily. Able to administer transport schedules Make sure outward mails should be dispatched on time. Make sure temporary and contract staff paid fortnightly.
Office Administration	<ul style="list-style-type: none"> ➤ Assist with the issuance of contract and temporary documents for submission process. ➤ Issuing procurement orders where needed. ➤ Monitoring and reporting of staff attendance 	Make sure all contract, temporary employees should be paid fortnightly. Processing of orders accordingly. Monitoring of staff attendance should be carried out daily. Reporting of staff attendance should be done fortnightly.

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14. Key Challenges	15. Selection Criteria
The post holder is expected to work more hours when and if required and will be dealing with difficult customers. The post holder may be involved in the Ministry social functions such as members of the Social Committee any other committee that may operate during and outside working hours	15.1 PQR (position Qualification requirement): 1. Form 5 with 1-year relevant experience OR above OR Form 3 with Cert in Secretarial (Business)/Supervisory skills plus 3 years in registry work.
	15.2 Key Attributes (Personal Qualities): The post holder should possess: Fluency in both English and Kiribati Language Has the ability to keep records Should possess good computing skills with competence in Microsoft Word, Microsoft Excel and use of the Internet Knowledge of basic office operations, office courtesy and protocols Ability to draft simple correspondence Ability to draft, update and amend simple budget

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