


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION



1. Ministry: MLPPD			
2. Position Title: Senior Assistant Secretary	3. Salary Level: L6-5	4. Division: Headquarter	
5. Reports To: DS/Secretary	6. Direct Reports: AS/HR		
7. Primary Objective of the Position: To ensure that the Ministry enhances and sustains a quality service to all clients and that the MOP objectives are achieved within budget allocations in order to contribute to the achievement of Government goals and objectives.			

8. Position Overview	
9. Financial: Independence Budget & Development Budget	10. Legal: NCS, Financial Regulations, Record Act
11. Internal Stakeholders: - Admin staff - HODs - Ministry Staff To be referred to Manager: - Budget, MOP and Progress Report	12. External Stakeholders: - In line SAS in line - SOEs - NGOs To be referred to Manager

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)

<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Ministry Administration</p>	<ul style="list-style-type: none"> - Monitoring of Ministry recurrent budget - Preparation of MOP Progress report - Answer staff queries on entitlements and responsibilities - Assist the Secretary in all Ministry Administration - Authorize the release of Government vehicles during weekends/Holidays, Fuels, Cheques - Monitor staff attendance - Other tasks assigned from DS/SRO 	<ul style="list-style-type: none"> - Staff queries accurately answered within 2 days of receipt Ministry administration is accurate, timely and in accordance with NCS, financial regulations and GOK Policy and procedures. - Personnel Management is accurately dealt with in line with public service HRM practices and systems
<p>MOP and KDP Implementation</p>	<ul style="list-style-type: none"> - Coordinate the development and submission of project proposals to achieve the MOP and KDP goals - Supervise the implementation of approved projects including budget expenditure and acquittal 	<ul style="list-style-type: none"> - All identified activities have project proposals submitted - Amendments required by NEPO are attended to within 2 weeks of advice by NEPO. - Project reports and funds acquittals are submitted on time

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Independence Activities	<ul style="list-style-type: none"> - Coordinate meetings for Independence with stakeholders - Compile Budget and Final Program for Independence Anniversary - Monitor all Independence Activities 	
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14. Key Challenges		15. Selection Criteria
<p>A key challenge of the post is 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>At peak work times, additional working hours may be required to meet deadlines. Overtime is not payable.</p> <p>The post is occasionally required to liaise with Central Agencies such as PSO and Finance to ensure that the Ministry complies with all policy and procedural requirements.</p>	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree in Management/Administration or related fields; Economics, Accounting, Sociology, Human Resources/Politics/Industrial Relations</p> <p>Experience: 3 year's post work experience at middle level (L11-10/9-7) involving administration or HR management and supervision of staff or project management.</p> <p>15.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> - To deal with letters on straight forward personnel issues, implementations of NCS conditions, project reports, Cabinet papers, training proposal for Ministry staff <p>2. Skills:</p> <ul style="list-style-type: none"> - Good oral and written communication skills, strong organization skills, presentation skills and attention in detail, ability to plan your work, work on own initiative and meet deadlines, project 	


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	<p>management skills, ability to manage pressure and conflicting demands and priorities tasks and workload.</p> <p>3. Attributes:</p> <ul style="list-style-type: none">- Pleasant, confident telephone manner, teamwork, reliability and honesty, ability to lead, motivate and supervise staff
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