

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Education		<b>3. Salary Level:</b> 6-5	<b>4. Division:</b> Administration Unit
<b>2. Position Title:</b> Senior Assistant Secretary		<b>6. Direct Reports:</b> Assistant Secretary	
<b>5. Reports to:</b> Permanent Secretary			
<b>7. Primary Objective of the Position:</b> To ensure that the Ministry enhances and sustains a quality services 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.			
<b>8. Position Overview</b>			
<b>9. Financial:</b> \$50,000		<b>10. Legal:</b> Education Act 2013, National Condition of Service, Education Code of Ethics and Customer Service Standard, Financial Regulations Record Act.	
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• HODs within the Ministry, Common Cadre Staff, Admin Officers</li> </ul> <b>To be referred to Manager:</b> <ul style="list-style-type: none"> <li>• Follow up on training matters, submission of training project proposals, consult on Administrative or HR matters related to their areas</li> </ul>		<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Admin officers in line Ministries</li> </ul> <b>To be referred to Manager</b> <ul style="list-style-type: none"> <li>• Budget, MOP and Progress Report Project Proposals</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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
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**13 KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**

- KDP/KPA.
- MOP Outcome:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Ministry Administration	<ol style="list-style-type: none"> <li>1. Allocation of resources (transport, computers)</li> <li>2. Monitoring of Ministry recurrent budget</li> <li>3. Preparation of MOP progress reports</li> <li>4. Answer staff queries on entitlements and responsibilities</li> <li>5. Assist the Secretary in all Ministry administration</li> </ol>	<p>Staff queries accurately answered within 2 days of receipt</p> <p>Ministry administration is accurate, timely and in accordance with NCS, financial regulations and GOK Policy and procedures.</p> <p>Personnel Management is accurately dealt with in line with public service.</p> <p>Human Resource Management practices and systems.</p>
MOP and KDP Implementation	<ol style="list-style-type: none"> <li>1. Coordinate the development and submission of project proposals to achieve the MOP and KDP goals.</li> <li>2. Supervise the implementation of approved projects, including budget expenditure and acquittal.</li> </ol>	<p>All identified activities have project proposals submitted.</p> <p>Amendments required by NEPO are attended to within 2 weeks of advice by NEPO</p> <p>Project reports and funds acquittals are submitted on time</p>
HR Management Framework implementation	<p>Assist the Secretary in the implementation of the HR Management framework in the Ministry</p>	<p>People management is accurately dealt with in line with the Ministry HR Management framework.</p>

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<p><b>14. Key Challenges</b></p> <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><b>15. Selection Criteria</b></p> <p><b>15.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Graduate degree in Management/Public Administration plus related fields as follows; Degree in Economics/Accounting/Sociology/History/Politics/Industrial relations/Human Resource Management</p> <p><b>Experience:</b> 3 year's post degree work experience at middle level (L11-10/9-7) involving administration or HR management and supervision of staff or project management or must be Assistant Secretary Class 4 with at least 3 year experience in that position.</p> <p><b>15.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge:</b> To deal with letters on straight forward personnel issues, implementations of NCS conditions, project reports, Cabinet paper, training proposal for Ministry staff.</p> <p><b>Skills:</b> Good oral and written communication skills, Strong organizational skills, presentation skills and attention to debut ability to plan your own work, work on your own initiative and meet deadlines, project management skills, ability to management pressure and conflicting demands and priorities tasks and workload</p> <p><b>Attributes:</b> a pleasant, confident telephone manner, teamwork, reliability and honesty, ability to lead, motivate and supervise staff.</p>
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