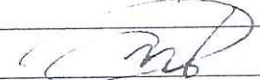


**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Communications Transport and Tourism Development		
<b>2. Position Title:</b> Director of Research and Development	<b>3. Salary Level:</b> 4	<b>4. Division:</b> Research and Development Division
<b>5. Reports To:</b> Secretary of MICTTD	<b>6. Direct Reports:</b> Secretary/Deputy Secretary of MICTTD	
<b>7. Primary Objective of the Position:</b> Provide economic planning, analysis, policy advice, and project planning & management support to the Ministry and its State Owned Enterprises (SOEs) where needed to help achieve the objectives and key outcomes of MICTTD's MSP.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> From \$14,248 to \$14,534 per annum	<b>10. Legal:</b> MICTTD Acts
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Secretary &amp; Deputy Secretary</li> <li>• Directors / HODs of MICTTD</li> <li>• CEOs or General Managers of SOEs under MICTTD</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• New proposed policy options to address policy issues within the post's scope of work.</li> <li>• Advices/comments to improve project proposals from the Ministry and its SOEs, roles and services of Highway Authority and, other responsibilities of the Unit.</li> <li>• Economic analysis either as requested or as proposed to help improve performance of MICTTD.</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• NEPO (MFED)</li> <li>• PSO</li> <li>• MPWU</li> <li>• Kiribati Police Services (KPS)</li> <li>• Ministry of Justice</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Project appraisal, approval, funding and acquittal with NEPO.</li> <li>• Training &amp; Long-term TA projects with PSO.</li> <li>• Human Resource Development (HRD) with PSO.</li> <li>• Public road protection with KPS</li> <li>• Road improvement/maintenance with MPWU</li> </ul>
<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>	


*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.*

<b>Approved by:</b> 	<b>Date of Issue:</b> 3/07/18
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**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> <li>• Ministry Strategic Plan (MSP) and MOP Formulation and Implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Administration in leading and coordinating preparation of the MSP and MOPs.</li> <li>• Coordinate and manage implementation of the MSP and MOPs to achieve the KDP and ultimately, the KV20 priorities.</li> <li>• Reporting of KDP implementation through quarterly MOP Progress reporting to NEPO.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality MSP and MOPs are produced on time;</li> <li>• Improved implementation of the MSP and ultimately, the KDP and KV20 through enhanced coordination and management.</li> <li>• Informed policy and decision making by quality and timely reporting of plans implementation.</li> </ul>
<ul style="list-style-type: none"> <li>• Project planning and management</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure required supports are provided to the Ministry, its Divisions and SOEs in formulation, appraisal, approval, funding, implementation, monitoring and acquittal of project proposals.</li> <li>• Provide coordination and oversight role in planning and management of projects for the Ministry and its SOEs.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality and timely required supports are provided in certain phases of the project needing assistance.</li> <li>• Improved coordination and implementation of projects so as to help deliver their objectives and results in support of the KV20 and KDP priorities.</li> </ul>


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Approved by: 	Date of Issue: 3/01/18
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**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<ul style="list-style-type: none"> <li>• Human Resource (HR) Management</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the Unit's annual Workforce plan or Training plan and succession plan are in place, updated and implemented as planned.</li> <li>• Staff management through motivation, discipline and other measures to improve staff morale, teamwork and productivity.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved staff capacity that would contribute to increasing productivity of workforce.</li> <li>• Improved workforce outputs and productivity.</li> </ul>
<ul style="list-style-type: none"> <li>• Budget Preparation &amp; Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare the annual Budget (both Recurrent and Development) and ensure all activities including projects receive their funding allocation.</li> <li>• Ensure the Budget is implemented closely in line with the Unit's MOP.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality Budget for the Unit produced on time.</li> <li>• Improved implementation that delivers results.</li> </ul>
<ul style="list-style-type: none"> <li>• Statistics &amp; Information System</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure an efficient and reliable statistics &amp; information system is in place, updated and well maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Enhanced statistics &amp; information system to support research and planning.</li> </ul>
<ul style="list-style-type: none"> <li>• Research &amp; Economic Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Provide research work and economic analysis as required from time to time for planning and other purposes desired by the Ministry/Government.</li> <li>• Provide policy advice based on research work and analysis made.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality analysis done on time.</li> <li>• Informed policy decision making by quality and timely advice provided.</li> </ul>
<ul style="list-style-type: none"> <li>• Highway Authority Operation and Management</li> </ul>	<ul style="list-style-type: none"> <li>• Manage operation of the Highway Authority in protecting the public highways or roads and keeping their safety to the users as per the 'Public Highways Protection Act (1989)'.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved protection of public roads and their safety to the users.</li> </ul>

*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: 3/01/18
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**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

	<ul style="list-style-type: none"> <li>• Set up a new independent Kiribati Land Transport Authority (KLTA).</li> </ul>	<ul style="list-style-type: none"> <li>• A new KLTA established with improved roles and services in managing the public roads and maintaining their safety in Kiribati.</li> </ul>
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<p><b>10. Key Challenges</b></p> <ul style="list-style-type: none"> <li>• Quality leadership to enable achievement of work targets that need more of teamwork rather than individual staff effort.</li> <li>• Time management to cope with the many responsibilities of the post plus own commitments of the post incumbent.</li> <li>• Willingness to work extra hours in peak work cycles to meet deadlines.</li> <li>• Good relation/partnership with internal and external stakeholders (e.g. NEPO/MFED, PSO, MoJ, etc) to enable their required support as in winning approval or funding of projects, training proposals, etc.</li> </ul>	<p><b>11. Selection Criteria</b></p> <p><b>11.1. PQR (Position Qualification Requirement)</b></p> <p>Masters in Economics or any other relevant field</p> <p>OR</p> <p>Post Graduate Diploma in Economics or any other relevant field</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• Analytical and problem solving skills</li> <li>• Ability to implement policies, budgets and plans</li> <li>• Leadership capability</li> <li>• Fluent in both English and Kiribati language</li> <li>• Computer literate</li> </ul>
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