

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

1. Ministry: Public Service Office	2. Position Title: Integrity & Corruption Control Officer (ICCO)	3. Salary Level: 10-9/8-7	4. Division: Public Service Performance & Services Management (PSPSM)
5. Reports To: Secretary, PSO	6. Direct Reports: Senior Integrity & Corruption Control Officer (Senior ICCO)		
<b>7. Primary Objective of the Position:</b> To carry out development, coordination and implementation and evaluation of Integrity and Corruption Control strategies/policies within the public service while closely working with the Senior ICCO, relevant UN agencies and the UNCAC provisions.			
<b>8. Position Overview</b> <b>9. Financial:</b> There's no financial responsibility & accountability to the position unless delegated by supervisors. However, the position is required to undertake approved activities according to the approved budget.			
<b>11. Internal Stakeholders:</b> <ol style="list-style-type: none"> <li>Secretary &amp; Admin Staff</li> <li>PSPSM Staff</li> <li>HRMDC staff</li> <li>Senior Integrity &amp; Corruption Control Officer</li> </ol> To be referred to Manager: <ul style="list-style-type: none"> <li>Decisions requiring budget / funding of any activities</li> <li>Major changes to the work plan affecting the whole Anti-Corruption unit's business plan.</li> <li>Taking leave outside the agreed leave roster</li> </ul>		<b>10. Legal:</b> No direct legal, but the existing NCS and other policies is required to ensure there's no duplication or clash. Also need to work closely with the Ministry of Justice and related government agencies including the anti-corruption committee in development/review of policies.	
<b>12. External Stakeholders:</b> <ol style="list-style-type: none"> <li>Public Service Anti-Corruption Committee</li> <li>All government ministries/agencies</li> <li>The public</li> </ol> To be referred to Manager <ul style="list-style-type: none"> <li>Prior implementing related anti-corruption activities/roles, this position has to seek advice and approval from the Senior ICCO.</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.*

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• Any changes to be made that will affect the Anti-corruption committee or strategy

**13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**

- KDP/KPA:
- MOP Outcome
- Divisional/Departmental/Unit Plan

**Key Result Area/Major Responsibilities**

**1. Anti-Corruption Strategy**

**Major Activities/Duties**

**Performance Measures/Outcomes**

Work with the Senior ICCO and the Anti-Corruption Committee in developing the Anti-Corruption strategy  
Conduct awareness to stakeholders on the strategy for success implementation and support

Anti-Corruption strategy completed and approved

Collect and compile information from stakeholders on their progress and submit to the Senior ICCO a compiled report

A number of awareness workshops conducted and all stakeholders including the public are aware of the strategy to be implemented.  
Number of reports submitted to Senior ICCO.

**2. Reviewer's Committee Contact Mechanism**

Based on the Anti-Corruption Strategy, work with the Senior ICCO in developing mechanisms that ensures control of corrupt practices and boost integrity of civil servants and the public service as a whole.

The mechanism submitted to the Anti-Corruption Committee. Mechanisms developed supported by the Committee and approved by higher authorities.

**3. Effective functioning of the Public Service Anti-Corruption Committee**

Draft agendas, take minutes during meetings and circulate minutes to the Sr ICCO prior circulation to members.

Meeting documents are provided such as minutes and other relevant/required information are provided in a timely manner to the committee members.

**4. Monitor and Coordinate Implementation of the UN/CAC provisions and reporting to relevant UN agencies.**

Collect and compile data collected required for reporting purposes and draft a report to the Senior ICCO.

A number of reports submitted to ICCO, UNDP/UNODC and other UN agencies requiring reports from Kiribati on Anti-Corruption.

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<p>5. Maintain good relations with UN agencies and other partners on Anti-Corruption</p>	<p>Maintain with counterparts, donors particularly appropriate UN agencies for their continued support/funding and in maintaining a good working relations with them.</p>	<p>Continuous support is rendered by appropriate UN agencies.</p>
<p>6. Monitoring and Evaluation</p>	<p>Compile data and draft regular reports to the Senior ICCO and Director POPSMA to show progress and impacts of the Anti-Corruption initiative.</p>	<p>Number of reports submitted.</p>

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<p><b>13. Key Challenges</b></p> <ul style="list-style-type: none"> <li>◦ Working under pressure and meeting deadlines.</li> <li>◦ Working outside working hours when required</li> <li>◦ Working with a variety of stakeholders (local and abroad)</li> <li>◦ Working with Technical Advisors and maintaining a good working relationship</li> <li>◦ Attending training and/or meetings overseas</li> <li>◦ Managing change of a new initiative i.e Integrity &amp; Anti-Corruption for all civil servants/ public service</li> </ul>	<p><b>14. Selection Criteria</b></p> <p><b>14.1 PQR (Position Qualification Requirement):</b> Education: Bachelor Degree in Good Governance/Public Policy/Management/ Public Administration/Law/Sociology/ Political Science/Economics/Accounting/HRM</p> <p><b>Experience:</b></p> <p><b>Job Training:</b></p> <p><b>14.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>◦ Policy review/development – Knowledge of how to review a policy and or develop a policy</li> <li>◦ Strategy development - Knowledge of planning processes and how to develop strategies</li> <li>◦ Management - Knowledge of how to manage and handle big tasks or projects from start to end successfully</li> <li>◦ Change management - Knowledge of how to manage change when there are new reforms or policies to be enforced/implemented.</li> <li>◦ Computer literate - Knowledge of how to work effectively using basic Microsoft programs such as Word and Excel and be able to use internet</li> <li>◦ <b>Report Writing</b> - knowledge of how to write reports.</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>◦ <b>Time Management Skills</b> - Manage several tasks and meet deadlines.</li> </ul>
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	<ul style="list-style-type: none"><li>o Communication skills - know how to communicate effectively</li><li>o Good interpersonal skills - being able to relate well with a variety of stakeholders<ul style="list-style-type: none"><li>o Team player - be able to work well in a team.</li></ul></li></ul>
	<p>3. Attributes</p> <ul style="list-style-type: none"><li>o Stress Tolerance, Cooperation, Self-Control, Concern for Others, Adaptability/Flexibility.</li></ul>

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