

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Ministry: Women, Youth and Social Welfare

1. Position Title: NGO Programme Officer

2. Salary Level: L13-12/11-10

3. Division: NGO

4. Reports To: SNGO/Principal NGO Officer

5. Direct Reports:

Primary Objective of the Position: To ensure that NGOs' existing programs are linked to the excellent expectation, vision and mission of the Ministry and PPO is well implemented and monitored effectively.

6. Position Overview

9. Financial: \$

10. Legal:

11. Internal Stakeholders:

- NGO Unit (Community)
- Youth Division
- Disability Unit
- Women Development Unit
- Sports Division

12. External Stakeholders:

- Development Partners
- Mayors, Island Clerks and ASWO
- Key Line Ministries
- Donors Agencies & Development partners (AusAid DFAT, Scope AG's Office, OPL, MOE, MHMS
- Communities & NGOs

Without referred to Manager:

- Attending the needs of NGOs and FBOs which are in line with existing policies and laws, and other issues much related to development;
- Reporting back to concerned persons or Secretary the result of the task if necessary.

To be referred to Manager:

- Reports or proposals concerning any aspect of programs and developments needed to be address
- Any advises that having financial and legal entities.

13. KEY ACCOUNTABILITIES (Include linkage to KDP and Motuhano)

- **KPA 2 Outcome 1:** Increased sustainable economic and improved standard living of Kiribati people
 - **MOTUNANANO 9 Public Sector:** Youth Empowerment to decent work
- **KPA 2:** Inclusive Economic Growth and Poverty Reduction
 - **Divisional/Departmental/Unit Plan:**

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.

Approved by: Hyden Date of Issue: 27/10/2012

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>NGOs and FBOs are working much collaboratively with government and issues or sensitive information is easily located and addressed</p>	<ul style="list-style-type: none"> • Effective implementation of PPO • Develop and formulate proposal and new programs needed for the development of NGOs and FBOs • Assist on the effective implementation of any Bye Laws, Laws and Human Rights Instrument including Conventions, which are related to development of non-government organizations and faith-based organizations. • Develop technical advice on how to better develop NGOs • To assist to prepare a Cabinet paper, on issues relating to the overall programs of NGOs and FBOs for government information • Assist to develop and encourage open dialogue and partnership with national, overseas regional and international NGOs and FBOs • To ensure that all monies and donations offered to NGOs are well monitored effectively for the benefits and interest of the public • Other duties as may be required by the SNGO 	<ul style="list-style-type: none"> • Maintenance database • Maintenance current policies; • Financial regulations of the state fund; • Maintenance standing instructions;
<p>Coordination and partnership between government and NGOs for nation-building is enhanced with better monitoring.</p>	<ul style="list-style-type: none"> • Monitoring of programs to be implemented accordingly and to ensure PPO is on track 	<ul style="list-style-type: none"> • Reporting on the progress of programs • Funding report from NGOs and FBOs

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<p>Effective public relation management – that is people feels they are most priority by government in its services.</p>	<ul style="list-style-type: none"> Act as a link officer who should deal with any authorities for the solving of problems of any NGOs and FBOs relating to programs 	<ul style="list-style-type: none"> Records of correspondences; And Minutes of KNNAC
<p>Minimizing mismanagement and abuse of resources and donations given to NGOs for the community.</p>	<ul style="list-style-type: none"> To ensure activities and programs of individual members of NGOs and FBOs having taken part in the implementation of PPO and MWYSA is on the right side to assist for support 	<ul style="list-style-type: none"> Report on any meetings undertaken Dialogues reports
<p>Reports given to SNGO and Kiribati National NGO Advisory Committee, or other concerned bodies covering all areas need to be considered.</p>	<ul style="list-style-type: none"> Producing reports to SNGO and KNNAC on issues and matters and related information covered under her(his) responsibilities as and when required; 	<ul style="list-style-type: none"> Reports;
<p>KNNAC and NGO targets are met with their individual problems and needs are also noted by the Ministry.</p>	<ul style="list-style-type: none"> Taking actions where required by the minute of the KNNAC, and also to ensure minutes are submitted timely; 	<ul style="list-style-type: none"> KNNAC minutes Records of any related correspondences
	<ul style="list-style-type: none"> Other duties and responsibilities that may be introduced from time to time by Secretary of the Ministry. 	

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14 Key Challenges	15 Selection Criteria
<ul style="list-style-type: none"> • Constructive management and suggestions for the improvement of NGOs and FBOs programs both on urban and rural areas. 	<p><u>Qualifications and experience:</u></p> <p>Desirable: Degree in Community Development Services or other related field plus 3 years relevant working experience; or Diploma in Community Services Work or in Community Development or other related areas plus 5 years relevant working experience.</p> <p><u>Key attributes:</u></p> <ul style="list-style-type: none"> ➤ Computer literate; ➤ Have served FBOs and NGOs at senior management level ➤ Efficient verbal and written English and Kiribati

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