

GOVERNMENT OF KIRIBATI
Position Description

Position Title: Senior Assistant Secretary (SAS)	Division: Administration, MCIA	
Salary Level: L6-5		
Reports To: Deputy Secretary	Direct Reports: Assistant Secretary (AS)	
Primary Objective 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		
Decision Making Authority Nil	Key Contacts	Frequency and purpose
Without referral to manager Letters on straight forward personnel issues Implementation of NCS conditions and Ministry's Policies Allocation of Ministry transport and Fuel Monitoring and Management Implementation of transport policy	Technical Directors within the Ministry	Daily basis to consult on administrative matters related to their areas
After consultation with managers or others Pro-doc preparation Procurement of office assets Office maintenance including official residence of the Honorable Minister & Secretary Disciplinary proceedings/action	Secretary & DS MCIA Head of Divisions NEPO (MFED) Maintenance unit (MISE)	Follow up on submissions with relevant bodies
Referred to manager or others Budget MOP and Progress report Project proposals	Secretary & DS MCIA NEPO, MFED	Periodically

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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Key Accountabilities		
Key result area	Major activities	Performance measures
Ministry Administration, Resource utilization and cost control	<p>Allocation of resources (transport, computers)</p> <p>Preparation of MOP progress reports</p> <p>Answer staff queries on entitlements and responsibilities</p> <p>Assist the deputy secretary and the Secretary in all Ministry administration</p>	<p>Cost-effectiveness and compliance with existing policies and procedure</p> <p>MOP progress reports compiled and presented on time</p> <p>Staff queries accurately answered within 2 days of receipt</p> <p>Personnel Management is accurately dealt with in line with public service Human Resource Management practices and systems</p> <p>Ministry administration is accurate, timely and in accordance with NCS, financial regulations, procurement and GoK Policy and procedures.</p>
MSP implementation	<p>Coordinate the development and submission of project proposals to achieve the MOP and KDP goals</p> <p>Supervise the implementation of approved projects, including budget expenditure and acquittal.</p>	<p>All identified activities have project proposals submitted</p> <p>Amendments required by NEPO are attended to within 2 weeks of advice by NEPO. Project reports and funds acquittals are submitted on time</p>
Disciplinary action	<p>Dealing with disciplinary proceedings - the investigation and resolution of a situation where a breach of rules or misconduct is alleged.</p>	<p>These actions are intended to correct behavior of staff, maintain order, and ensure compliance.</p>

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Key Challenges	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>Qualifications and experience:</p> <p>Graduate Degree in Management/Public Administration plus related fields as follows:</p> <p>Degree in Economics/Accounting/Sociology/History Politics/Industrial Relations/Human Resource Management with 3 years post degree work experience at middle level (preferably at L11-10/9-7) involving administration or HR management and supervision of staff or project management.</p> <p>Master's degree in Public Administration and Management, Business Administration and other related fields as stated above.</p> <p>Key attributes:</p> <p>Strong Leadership capabilities</p> <p>Interpersonal skills</p> <p>Ability to implement the NCS, Financial Regulations and other GoK policy and procedures</p> <p>Fluency in both English and Kiribati language</p> <p>Competent with Microsoft Word, Microsoft Excel, Email and Internet facilities.</p>

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