

GOVERNMENT OF KIRIBATI



GOVERNMENT OF THE REPUBLIC OF KIRIBATI

Position Description

Position Title: Senior Policy Advisor (Economics), Level 6-5/4		Division: Strategic National Policy Unit	
Reports To:	Direct Reports: Secretary, OB		
Primary Objective:	<i>To provide support to the Permanent Secretary, Office of Te Beretienu, the Secretary to the Cabinet and through them to the Beretienu (President) and the Cabinet by providing high level policy advice, administrative support and coordination across Ministries and Public Enterprises on economic thematic issues and priorities.</i>		
Decision Making Authority	Key Contacts	Frequency and purpose	
Without referral to Manager or others	Secretary OB, Secretary to the Cabinet	Ad hoc	
After consultation with managers or others	Deputy Secretary and others	Ad hoc	
Referred to Manager or others:	Ministries and Government Agencies and relevant stakeholders	Ad hoc	

Key Accountabilities

Key Result Area	Major activities	Performance Measures (% of time)
1. Cabinet is up to date and working in line with international and regional economic policies and standards.	1. Analyze and provide advice on economic policy proposals to be considered by Cabinet.	Quarterly Progress Reporting of Government Ministries and Public Enterprises performances according to national economic policies, etc on a quarterly basis
2. Excellent co-ordination of government and public enterprises economic policies and on issues requiring a whole-of-government approach and or through a	2. Facilitate co-ordination across Government Ministries and Public Enterprises on economic issues requiring a whole-of-government approach.	Quarterly Progress reporting of critical economic issues from Government and Public enterprises requiring a whole-of-government approach

GOVERNMENT OF KIRIBATI

holistic approach		
3. Provide up to date reports and results of research on economic issues that may impose and or develop into a disaster and or crisis at national or local level	3. Undertake research on economic issues in society that may develop into major national problems.	Daily engagements on economic and related issues that may develop into major national problems through research
4. Economic Policies developed are also consistent with Disaster Plan, Pacific Platform for Disaster Risk Management and the Hyogo Framework of Action (2005-2015), etc	4. Provide advice and other support in the area of national disaster management and crisis management (economics and politics), such as RERF management, Government Procurement, Pacific Platform for Disaster Risk Management, pandemic, etc	Compiling of regular reports and update with National Disaster policies, Regional and International Frameworks and Policy (Hyogo Framework of Action), etc in relation to national regional and international economic policies and standards
5. Implement all duties related to National Policy and Risk Assessment	5. Perform any other duty that may be assigned by the Secretary and the Secretary to the Cabinet.	Excellent and timely provision of advise and reports, etc that may be required from time to time relevant to National Policy and Risk Assessment on economic issues.

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

Key Challenges	Selection Criteria:
<p>1. Obtaining <u>information</u> on a <u>timely</u> basis from Ministries and relevant bodies</p> <p>2. Obtaining <u>relevant</u> information from stakeholders at the local, regional and international arena.</p> <p>3. Obtaining <u>quality</u> and relevant <u>information</u> from the public</p> <p>4. There is no database and information are fragmented and scattered</p> <p>5. Coordination of activities with other government Ministries and Public Enterprises.</p>	<p>Qualification and experience</p> <p>1. Essential: Degree in Economics or related Social Science field plus 3 years relevant experience in a Senior Management position</p>

GOVERNMENT OF KIRIBATI

	<p>Key Attributes: The potential candidate should possess the following skills and competencies:</p> <ol style="list-style-type: none">1. Social, motivated and committed2. Computer literate3. Requires minimal supervision4. Good interpersonal and public relation & communication skills5. Knowledgeable in government and public protocols required when dealing with Government officials, diplomats and the general public6. Creative, attentive to details7. Reliable and discreet8. Proactive with excellent insights
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<p>Prepared by: Teea Tiira Revised by: Tana Eritai</p>	<p>Date: 2006 Date: 13th August 2009</p>
<p>Approved by: Betarim Rimon</p>	<p>Date: 13th August 2009</p>