

GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION

<b>1. Ministry:</b> Leadership Commission, LC	<b>3. Salary Level:</b> L13-12/1-10	<b>4. Division:</b> Administration
<b>2. Position Title:</b> Information and Data Officer	<b>6. Direct Reports:</b> Secretary, LC	
<b>5. Reports To:</b> Secretary and Commission		
<b>7. Primary Objective of the Position:</b> To design effective and efficient information/data system for the Commission to keep records of cases/complaints received and submitted by individual complainants. To receive individual complainants at the office and carry out on the spot interview and to fill out and complete the complaint form (Preliminary Form). To update complaint data/information register on corruption cases for efficient data and information analysis on cases and to report on status of complaints received and processed.  Likewise, the officer is required to compile data system on general information to create a more centralized information and data records for the Commission.		

1/26

<b>8. Position Overview</b>		
9. Financial: Minimum of 10,000 to Maximum of 12,000	10. Legal: Leaders Code of Conduct Act 2016 and Rules of Procedure.	
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Executive Assistant</li> <li>• Legal Officer</li> <li>• Secretary, LC</li> <li>• Commissioners and Chairman</li> </ul> To be referred to Manager: (Secretary) <ul style="list-style-type: none"> <li>• Design of information and data system</li> <li>• Procedure in carrying out interviews with individual complainant.</li> <li>• Provide advice on level of confidentiality of information and data required to be provided by a complainant.</li> <li>• Provide advice on type of information and data to record for Commission</li> <li>• Data and information analysis record and report updates</li> <li>• Media drafts and awareness papers (brochures and flyers)</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• AGs Office</li> <li>• Public Service Integrity and Corruption Control Unit</li> <li>• Kiribati Police Services</li> <li>• Complainants</li> <li>• Key relevant stakeholders</li> <li>• Media and AKAT - OB</li> </ul> To be referred to Manager: (Secretary) <ul style="list-style-type: none"> <li>• Provide data and information analysis record to update record on cases in Tarawa and Kiribati</li> <li>• Compiled data register and information record of all cases for Commission's record and update</li> </ul>	

*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:

Date of Issue:

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

--	--

*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:	Date of Issue:
--------------	----------------

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

<p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b></p> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
<p><b>Key Result Area/Major Responsibilities</b></p> <p>Information/data system is developed and designed</p>	<p><b>Major Activities/Duties</b></p> <ul style="list-style-type: none"> <li>• To design information/data system for the Commission on received cases/complaints reported</li> <li>• To receive, compile and update record of corruption cases on manual and electronic registration.</li> </ul>	<p><b>Performance Measures/Outcomes</b></p> <ul style="list-style-type: none"> <li>• Timeliness and quality of service</li> <li>• Records and data base are up-to-date</li> </ul>
<p>Interviews conducted/carried out</p>	<ul style="list-style-type: none"> <li>• To carryout interviews with individual complainants in consultation with Secretary or Chairman.</li> <li>• To provide advice on rules of procedure of complaints submissions to the Commission.</li> <li>• To provide pre-analysis on cases and to advice on anonymous right of complainant.</li> <li>• Vetting and preliminary review of complaints to determine nature of violation.</li> <li>• Put up cases to Legal Officer for preparation of Case Hearing Meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness and quality of service</li> <li>• Records of database are up to date</li> </ul>
<p>Awareness information and media publications are developed and provided.</p>	<ul style="list-style-type: none"> <li>• To provide assistance with providing awareness information and media publications to Sec and Commission.</li> <li>• To facilitate assistance between the Commission and OB-AKAT for news feed on fortnightly basis.</li> <li>• To provide facilitation role to key external stakeholders in terms of providing information and likewise to seek relevant information and data on corruption cases required by the Commission.</li> <li>• To provide advice on type of equipment required for this undertaking.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of awareness program conducted.</li> <li>• Number of media publications recorded and announced.</li> </ul>
<p>Confidential files and cases are confined and managed well</p>	<ul style="list-style-type: none"> <li>• To manage confidential files and cases in a confined area.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of service and timeliness</li> </ul>

*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:

Date of Issue:

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

	<ul style="list-style-type: none"> <li>To provide contact focal point role on cases/complaints to retain the independence status of the Commission and Secretary during actual dealing with cases.</li> </ul>	<ul style="list-style-type: none"> <li>Number of different violations of the leader(s).</li> <li>Number of corruption act of the leader(s).</li> </ul>
<p>Activities are coordinated on timely manner and accordingly.</p>	<ul style="list-style-type: none"> <li>To provide efficient and effective level of performance to undertake tasks required from time to time.</li> <li>To be able to provide extra load on top of TOR as to undertake minimal secretarial work during Case Hearing Meetings only if need be.</li> </ul>	<ul style="list-style-type: none"> <li>Updated case record/register on legal cases lodged with the Police and Court.</li> <li>Quality of pre-analysis report on cases register lodged with the Commission.</li> </ul>
<p>Maintenance of case register and report.</p>	<ul style="list-style-type: none"> <li>To record and update corruption case register on monthly basis.</li> <li>To acquire corruption case updates from relevant sectors at the PSO and Parliament as well as for those that are new received from the public on daily/weekly basis.</li> <li>To report and present data record analysis and information updates to Sec and the Commission on cases every week.</li> </ul>	<ul style="list-style-type: none"> <li>Workplan targets and milestone to achieve.</li> <li>Number of cases received by the Commission and updated on daily/weekly basis.</li> </ul>

*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:	Date of Issue:
--------------	----------------

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

<p><b>10. Key Challenges</b></p> <ul style="list-style-type: none"> <li>- Dealing with demanding personalities.</li> <li>- Threats with difficult complainants.</li> </ul>	<p><b>11. Selection Criteria</b></p> <p><b>11.1 PQR (Position Qualification Requirement): Second Year Degree in Diploma Management studies program or Equivalent to Diploma in Management Studies or other related fields of diploma graduate in such area with at least 2 years work experience and hands on reception work and 6 months working at any Commission. Degree in other Management Programs would be an advantage.</b></p> <ul style="list-style-type: none"> <li>o <b>Key Attributes (Personal Qualities):</b> <ul style="list-style-type: none"> <li><b>1. Knowledge:</b> <ul style="list-style-type: none"> <li>- English language</li> <li>- Environment friendly communication</li> <li>- Leadership and management</li> <li>- Excellent Analytical thinking</li> </ul> </li> <li><b>2. Skills:</b> <ul style="list-style-type: none"> <li>- Active listening</li> <li>- Critical and creative thinking</li> <li>- Good leadership and managerial skills</li> <li>- Complex problem solving</li> <li>- Writing and Speaking fluently both English and Kiribati</li> <li>- Analytical and problem solving</li> </ul> </li> <li><b>3. Attributes:</b> <ul style="list-style-type: none"> <li>- Must demonstrate high quality customer service skills</li> <li>- Shall demonstrate proficient knowledge in analyzing problems on the spot with level of competence to handle cases.</li> <li>- Shall possess analytical and problem solving skills</li> <li>- Ability to communicate in English</li> <li>- Have clean records from the police clearance and previous employments</li> <li>- Competent with computer software programs especially Micro soft</li> </ul> </li> </ul> </li> </ul>
--	---

*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:

Date of Issue:

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

	<ul style="list-style-type: none"><li>- work, Microsoft excel and internet facilities</li><li>- Must demonstrate high level of performance in keeping the register updated for corruption cases up and shall provide on the spot advice on information and data when required from time to time.</li><li>- Must carry out the tasks with respect and integrity to staff and external customers.</li></ul>
--	---

*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:

Date of Issue: