

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

<b>1. Ministry: Ministry of Fisheries and Marine Resources Development</b>	
<b>2. Position Title:</b> Monitoring and Evaluation Officer	<b>3. Salary Level:</b> L9-7
<b>4. Division:</b> Corporate Service Division	
<b>5. Reports To:</b> Deputy Secretary	<b>6. Direct Reports:</b> Senior Assistant Secretary
<b>7. Primary Objective of the Position:</b> i) To provide support to the respective division in monitoring and reporting of Ministry project	
<b>8. Position Overview</b>	
<b>9. Financial:</b>	<b>10. Legal:</b>  Procurement Act 2019 Public Finance (Control and Audit) Ordinance (Cap 79) Financial Regulation 1979/2011 SOE Act
<b>11. Internal Stakeholders:</b>  Admin Officers  and HODs  To be referred to Manager:  -	<b>12. External Stakeholders:</b>  SOEs and Ministry stakeholders  To be referred to Manager  -

*This position description provides a comprehensive, 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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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: KPA 1: Human Resource Development</i></li> <li>▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
<p><i>Ensure the MERL Framework remains up to date and fit for purpose</i></p>	<p><i>Coordinate implementation of the MERL Framework in the Amendments to the Activity Design Document, including ongoing collection of data and assessment of progress, and for coordination of revision of the revision of the MERL Framework on an annual basis to reflect agreed changes in Programme's outcomes, outputs and activities</i></p>	<p>- Efficient and effective operation of the performance of Project Monitoring</p>

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<p><i>Identify and monitor risks and mitigating measures to ensure achievement of desired results</i></p>	<p>9) Any other activities related to the PP as defined in the PPR, PPM and DOA</p> <ul style="list-style-type: none"> <li>• <i>Provision of support to HODs to ensure that annual work plans developed are consistent with MERL Framework, outputs, outcomes and indicators</i></li> <li>• <i>Provide support to the Ministry on the M and E database system for input of data on the outcome of project monitoring</i></li> </ul>	<p>-</p>
<p><i>Provide support to the respective divisions in monitoring and reporting</i></p>	<ul style="list-style-type: none"> <li>• <i>Develop and execute M and E program to support planning of fisheries projects</i></li> <li>• <i>Develop systems to support the monitoring of fisheries projects through database development and effective and efficient information retrieval</i></li> <li>• <i>Support the implementation of a monitoring system to address periodic assessment of funding of all funded projects with the Account Section and advise submission of terminal and progressive reports to PDD by concerned staff</i></li> <li>• <i>Effective coordination of activities to improve planning, project implementation and performance delivery</i></li> </ul>	

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defined in the PPR, PPM and DOA		
<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>	
<ul style="list-style-type: none"> <li>- During peak work times, additional working hours may be required to meet deadlines. Overtime is not payable</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Bachelor Degree in Project Management, Economics, Accounting, and Management or any other related field.</p> <p><b>Job Training:</b> on the job</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• good interpersonal and communication skills</li> <li>• An ability to influence, and make an innovative contribution to the management of the Ministry of Finance &amp; Economic Development</li> <li>• Develop an environment that motivates and support people to achieve high levels of performance</li> <li>• Advocate and negotiate, utilizing good listening skills</li> <li>• Communicate effectively with staff, peers and professional from a wide range of disciplines concerning process, policies and PPA and Kiribati Public Finance</li> </ul>	

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- Fluent in English language

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