

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

ANNEX 6

General		
1. Ministry: Leadership Commission, LC		
2. Position Title: Public Relations Officer	3. Salary Level: L12-11	4. Division: Prevention Unit
5. Reports To: Secretary and Commission	6. Direct Reports To: Secretary, LC	
7. Primary Objective of the Position: To provide coordination role in public awareness and campaigns on corruption for the Commission and to develop outreach programs essential to educate the public on Tarawa and Kiribati at large. To provide a leading role in the management and maintenance of website of the Commission and be able to provide advice on information required/necessary to display on website portal and shall work closely with the Information Technology Officer to monitor and manage the page.		

Position Overview:	
8. Financial: Minimum of \$684.32 to Maximum of \$780.65	9. Legal: Leaders Code of Conduct Act 2016 and Rules of Procedure.
10. Internal Stakeholders: <ul style="list-style-type: none"> • Chairman and Commissioners • Secretary • Information & Technology Officer • Information and Data Officer (IDO) • Legal Officer <p>To be referred to Manager/Secretary:</p> <ul style="list-style-type: none"> • Website Outline and portal • Information to share on website • Outreach program to the public • Others deem related to public awareness and campaigns required for the Commission • Awareness campaign, maintenance and management plan on website 	11. External Stakeholders: <ul style="list-style-type: none"> • AG's Office • Broadcasting and Publications Authority (BPA) • Media Units/Departments at OB, PSO and Parliament House • Information Center of Technology – MICT • Key anti-corruption advocate team i.e. the Kiribati Island Corruption Kickers in conjunction with KiriCan <p>To be referred to Manager/Secretary:</p> <ul style="list-style-type: none"> • Advice on level of disclosure on information to share on the website • Awareness plan in conjunction with media units/departments at OB, PSO and Parliament Unit.

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Key Accountabilities (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP, KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Media and public awareness section on preventive measures is established, enhanced and strengthened.	<ul style="list-style-type: none"> • To provide leading role in executing public awareness campaign programs; • To coordinate awareness campaigns and to work closely with key broadcasting agencies such as the BPA, Newstar and others • To work with media and awareness sections at the OB and other relevant ministries as to broaden exposure to outside realms of the Commission. • To provide a master plan on public awareness and campaigns for the Commission; • To provide focal point role and key contact for stakeholders to facilitate communications to collect and share information. 	<ul style="list-style-type: none"> • Workplan targets and milestones to achieve; • Number of public awareness held/conducted;
Corruption tackled through education and public awareness	<ul style="list-style-type: none"> • To work closely with the curriculum of the Education Ministry on ways to end corruption and to ensure that schools are included in the fight against corruption; • To develop school visit plan/program to help educate students at all levels as to raise awareness on the mission and vision 	<ul style="list-style-type: none"> • Workplan targets and milestone to achieve; • Number of school visits conducted.

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	<p>of the Commission.</p> <ul style="list-style-type: none"> • To build a network with existing awareness groups at all levels to ensure that efforts to prevent and fight corruption is well complimented. • To keep track and compile information on information used or required for future need of the Commission; • To work closely with Information and Data Officer in developing an information bank/ data on awareness information collected for immediate data/information recovery for future reference and use of the Commission 	
<p>Public is consulted and well aware of the functions of the Commission</p>	<ul style="list-style-type: none"> • To develop and maintain provision of fact sheets/flyers or information to the public about the Commission; • To disseminate and distribute information to public on Tarawa and outer island through the distribution of flyers, brochures and pamphlets; • To report immediate need of the public or develop a center of inquiry for public need for immediate attention and action of the Commission. • To collect as much information that will help the Commission in its mission to fight and prevent corruption. 	<ul style="list-style-type: none"> • Percentage of cases processed over complaints received by the Commission. • Timeliness and quality of service • Amount and level of information reached the public.

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	<ul style="list-style-type: none"> • To coordinate and arrange quarterly/monthly massive awareness programs that will involve road shows, school/oratory competitions like many others. 	
<p>Outreach programs on preventive and fight against corruption are well organized, broadened and compiled.</p>	<ul style="list-style-type: none"> • To work closely with partners/stakeholders on compiling outreach programs to compliment efforts against corruption. • To build a network working with youth anti-corruption advocates to publicize mission on preventive and fight against corruption. • Help organize outer island visits and dealing with the logistics and preparations for the Commissioners. 	<ul style="list-style-type: none"> • Timeliness and quality of service • Quality of information shared with public and amount of information collected and stored
<p>Website is well developed, managed and maintained</p>	<ul style="list-style-type: none"> • To work closely with Information Technology Officer on ways to keep website regularly updated and fed by useful and necessary information; • To provide key role in managing the website by adding the necessary and correct information on to the portal; • To be able to provide advice on the type of information to be put up on the website and to decide on how long should the information be on the portal until the next new lot of information is posted. • To provide guidance to the Commission 	<ul style="list-style-type: none"> • Timeliness and quality of advice provided

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	<p>and staff on the use of website and with advice on ways to post information on right icons or portal.</p> <ul style="list-style-type: none"> • To ensure that website is maintained with updated correct information. 	
<p>Activities are coordinated on timely manner and accordingly.</p>	<ul style="list-style-type: none"> • To provide efficient and effective level of performance to undertake tasks required from time to time. • To be able to provide extra load on top of TOR and to be able to undertake minimal report writing on analysis of information used or required to be used on the website portal. 	<ul style="list-style-type: none"> • Number of awareness campaigns conducted • Percentage coverage of public made aware about the Commission
12. Key Challenges		13. Selection Criteria
<ul style="list-style-type: none"> - Behavioral change is challenging as changing people’s way of thinking require time and effort - Delivering corruption messages to the public is challenging as people may have different interests and sometimes do not treat corruption as an important topic for their community. 		<p>13.1 PQR (Position Qualification Requirement): Diploma in Public Relations related field, Management and other related fields. Degree in Public Relations, Management or other related field would be an advantage.</p> <p>Experience: Shall have spent at least 2 years work experience in relevant fields.</p>
		<p>Key Attributes (Personal Qualities):</p> <p>1. Knowledge:</p> <ul style="list-style-type: none"> - Media outlets - Leadership and management - Communication rules and procedures - Confidentiality rule and disclosure of information

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2. Skills:

- Active listening
- Excellent communication
- Critical and creative thinking
- Good leadership and managerial skills
- Complex problem solving
- Writing and Speaking fluently both English and Kiribati
- Analytical and problem solving

3. Attributes:

- Must demonstrate high quality customer service skills
- Shall demonstrate proficient knowledge in analyzing problems on the spot with level of competence to communicate and deal with the public.
- Shall possess analytical and problem-solving skills
- Ability to communicate in English
- Competent with computer software programs especially Micro soft work, Microsoft excel and internet facilities
- Shall able to demonstrate good communication skills with the public.
- Must carry out the tasks with respect and integrity to staff and external customers especially the public.