

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

<b>1. Ministry:</b> Ministry of Foreign Affairs and Immigration	
2. Position Title: Senior Assistant Secretary	3. Salary Level: <del>6-5</del> <b>4. Division:</b> Administration Unit
5. Reports to: Permanent Secretary	6. Direct Reports: Deputy Secretary
7. Primary Objective of the <b>Position:</b> To ensure that the Ministry enhances and sustains a quality service to all clients and that the MOP objectives are achieved within budget allocation in order to contribute to the achievement of Government goals and objectives.	
<b>8. Position Overview</b>	
9. Financial: \$50,000	10. Legal: National Condition of Service, Customer Service Standard, Financial Regulations, Record Act.
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• HODs within the Ministry, AdminOfficers</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Follow up on Gaining matters, submission of Gaining project proposals, consult on Administrative or HR matters related to their areas</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>« Admin officers in line Ministries</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Budget, MOP and Progress Report Project Proposals</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.*

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<b>13. KEY ACCOUNTABILITIES</b> <i>include linkage to KDP, MOP and Divisional Plan)</i>		
• <b>MOP Outcome:</b>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/outcomes</b>
Ministry Administration	<ol style="list-style-type: none"> <li>1. Allocation of resources (transport, computers)</li> <li>2. Monitoring of Ministry recurrent budget</li> <li>3. Preparation of MOP progress reports</li> <li>4. Answer staff queries on entitlements and responsibilities</li> <li>5. Assist the Secretary in all Ministry administration</li> </ol>	<p>Staff queries accurately answered within 2 days of receipt</p> <p>Ministry administration is accurate, timely and in accordance with MCS, financial regulations and GOK Policy and procedures.</p> <p>Personnel Management is accurately dealt with in line with public service. Human Resource Management practices and system.</p>
MOP and KDP Implementation	<ol style="list-style-type: none"> <li>1. Coordinate the development and submission of project proposals to achieve the MOP and KDP goals.</li> <li>2. Supervise the implementation of approved projects, including budget expenditure and acquittal.</li> </ol>	<p>All identified activities have project proposals submitted.</p> <p>Amendments required by NEPO are attended to within 2 weeks of advice by NEPO</p> <p>Project reports and funds acquittals are submitted on time</p>
HR Management Framework implementation	Assist the Secretary in the implementation of the HR Management framework in the Ministry	People management is accurately dealt with in line with the Ministry UR Management framework.

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<p><b>14. Key Challenges</b></p> <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 administration matters.</p>	<p><b>15. Selection Criteria</b></p> <p><b>15.1 PQR (Position Qualification Requirement):</b></p> <p>Education: Bachelor degree in the field of Management/Public Administration or Bachelor Degree in any field related to MELAD's portfolio namely Environment, Lands and Agriculture.</p> <p>Experience: 3 year's post degree work experience at middle level (L11-10/9-7) involving administration or HR management and supervision of staff or project management or at least 3-year work experience in areas such as environment, agriculture and land management.</p> <p><b>15.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge:</b> To deal with letters on straight forward personnel issues, implementations of NCS conditions, project reports, Cabinet paper, training proposal for Ministry staff.</p> <p><b>Skills:</b> Good oral and written communication skills, Strong organizational skills, presentation skills and attention to detail ability to plan your own work, work on your own initiative and meet deadlines, project management skills, ability to management pressure and conflicting demands and priorities tasks and workload</p> <p><b>Attributes:</b> a pleasant, confident telephone manner, teamwork, reliability and honesty, ability to lead, motivate and supervise staff.</p>
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