

Ministry: Ministry of Commerce Industry and Cooperatives

Position Title: Assistant Quality Promotion Officer

3. Salary Level: 15-14/13-12

4. Division: Quality Promotion Division

5. Reports To: Director of Business Promotion Center

6. Direct Reports: Quality Promotion Center Officer

**Primary Objective of the Position:**

To ensure Kiribati's products and services comply with relevant standards and technical regulations on domestic and international markets, thus satisfying comparison to similar products and services from other countries.

**Position Overview**

Financial: N/A

10. Legal: National Quality Policy

**Internal Stakeholders**

- Director BPC
- Business and Company Regulatory Division
- AS/3AS/IS/Secretary

**External Stakeholders:**

- Government Ministries
- Producers
- KCCI
- OAG
- NGOs

To be referred to Manager:

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To enhance implementation of quality policy.

*This 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:

*Q. M. M. M.*

Date of Issue:

*11/11/15*

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

**KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**

KDP/KPA:  
 MOP Outcome:  
 Divisional/Departmental/Unit Plan:  
 Key Result Area/Major Responsibilities

**Major Activities/Duties**

**Performance Measures/Outcomes**

1) Business Promotion Center, Quality Promotion Division	1). Assist in the implementation of the National Quality Policy(NQP) Action Matrix  2). Pursue tasks assigned to him / her as reflected in divisional annual work plans  3) Assist to implement trainings on quality and standards in line with market/industry requirements  4) Assist in implementing Quality Policy Awareness programmes including World Quality day as recommended in the National Quality Policy  5) Assist in monitoring and evaluating the implementation of the National Quality Policy.  6). Develop and maintain the activity database.	1) Number of Actions implemented in the NQP.  2) Tasks implemented according to the divisional annual work plans  3) Number of trainings implemented in line with NQP  4) Quality Policy Awareness Programmes implemented and Annual World Quality Day organized  5).Periodic Monitoring and Evaluation reports on the implementation of NQP  6). Database maintain and updated
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**POSITION DESCRIPTION**

7). Assist in organizing meetings related to the implementation of NQP. 7) Number of Meetings conducted successfully

ii)

**Key Challenges**

- A key challenge of the post is to facilitate compliance of certain standards in the absence of appropriate equipment / lab for testing.
- Limited skills / knowledge on the new tasks given it is a new developed post
- It might take time to introduce the quality policy and its components for adoption.

**11. Selection Criteria**

**11.1 PQR (Position Qualification Requirement):**

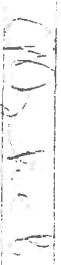
**Education:** Diploma in Economics, Commerce, Business Management / Administration, International Business, food science and technology and other related fields.

**Experience:** Form 5 with 1 year work experience in relevant field especially in working closely with the private sector and producers

**Job Training:** N/A

**Prerequisite:** N/A

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Approved by: 	Date of Issue: 11/01/18
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