

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Tourism, Commerce, Industry and Cooperatives
2. Position Title: Assistant Secretary
3. Salary Level: 10-9/8-7
4. Division: Administration

5. Reports To: SAS/DS

6. Direct Reports: Office Manager

7. Primary Objective of the Position: To provide administrative support to the Ministry to enable the delivery of quality services to clients, the ongoing delivery of services and the achievement of MOP objectives on time and within budget.

8. Position Overview

9. Financial: up to \$10,000

11. Internal Stakeholders

- Ministry Staff
- Executive Assistant
- Head of Departments
- Assistant Secretary (Colleagues)
- SAS/DS/Secretary

To be referred to Manager:

10. Legal: National Quality Policy

12. External Stakeholders:

- Private Companies
- Other Ministries: Ministry Staff (registry staff, AS/SAS/DS, Account staff)
- Government/Non-Government Agencies

To be referred to Manager

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- Allocation of Ministry transport
- Responding to straight forward correspondences
- Implementation of leave roster
- Development and monitor budgets for projects and small activities
- Develop information and briefing papers
- Implement conditions of service for staff in the Ministry

- Responding to straight forward correspondences
- Implementation of leave roster
- Queries about staff and other official matters
- Issues raised from staff and other involved parties

**13. KEY ACCOUNTABILITIES (Include linkage to KDP, MCP and Divisional Plan)**

- **KDP/KPA:**
- **MCP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> <li>• Ministry Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare correspondence, speeches, internal reports and information papers</li> <li>• Assist in the following:               <ul style="list-style-type: none"> <li>• Allocation of resources (transport, stationery, computers)</li> <li>• Monitoring of budget expenditure</li> <li>• Develop and monitor the leave roster, attendance and management of leave</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• All required reports prepared and submitted in the required given time</li> <li>• Staff queries accurately answered within 2 days of receipt</li> </ul>

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<ul style="list-style-type: none"> <li>• MOP and KIDP implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with the development and submission of project proposals to achieve MOP and KIDP goals</li> <li>• Assist with the implementation and monitoring of projects, including budget expenditure and acquittal</li> <li>• Assist with the development and monitoring of the budget, MOP and other Ministry planning matters</li> </ul>	<ul style="list-style-type: none"> <li>• Budget reports prepared on time</li> <li>• MOP progress reports compiled and presented on time</li> </ul>
<ul style="list-style-type: none"> <li>• Performance Management/Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Implement the NCS consistently for all staff</li> <li>• Assess admin performance of staff within the Ministry</li> <li>• Evaluation report on staff performance to be filled and completed</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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#### 14. Key Challenges

- Coordinate administrative activities under the direction of senior staff, to ensure Ministry objectives are met. This may involve providing advice to technical staff on entitlement, policy and procedure for administration matter
- At peak times, additional working hours may be required to meet the deadlines. (Overtime is not applicable)
- The post holder may be required to undertake research, with central agencies or online to develop information and discussion papers for consideration by the Ministry

#### 15. Selection Criteria

##### 15.1 PQR (Position Qualification Requirement):

**Education:** Degree with a Major in Management/ Administration or related fields as follows: - Degree in Economics, Accounting, Sociology, History Politics, Public Administration and Human Resource Management or a Degree in any other fields with at least 1 management course/unit completed.

##### 15.2 Key Attributes (Personal Qualities):

- **Knowledge**
  - ~ Basic office operations, office courtesy and protocols
  - ~ Customer and personal service
  - ~ English language
  - ~ Computers
- **Skills:**
  - Good computing skills with competence in Microsoft Word, Excel and use of the internet
  - Fluency in both English and Kiribati language
  - Ability to keep records
  - Ability to draft simple correspondence

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	Ability to draft and amend simple budgets
	Active listening
	Reading comprehension
	Social perceptiveness
	Attributes
	Efficient
	Effective
	Innovative
	Vigilant
	Creative
	Approachable
	Cooperative
	Fair
	Hardworking and dedicated
	Sharing
	Interested in meeting people

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