

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

<b>1. Ministry:</b> Ministry of Commerce, Industry and Cooperatives	<b>3. Salary Level:</b> L11-10/9-7	<b>4. Division:</b> Industry Development & Promotion Division
<b>2. Position Title:</b> Industry Officer	<b>6. Direct Reports:</b> Senior Industry Officer	
<b>5. Reports To:</b> Secretary, MCIC		
<b>7. Primary Objective of the Position:</b> To implement Small Enterprises Development Act 2001; to promote industrial businesses in order to create job opportunities and capital generation to the people; and to assist the Senior Industry Officer in the implementation of Industry Development and Promotion Division MOP, policies and strategies.		

<b>8. Position Overview</b>	<b>10. Legal:</b> Small Enterprises Development Act 2001; Industry Policy; Private Sector Development Strategy; Coconut Sector Development Strategy and other industry related policies and strategies.
<b>9. Financial:</b> Recurrent Budget	

<p><b>11. Internal Stakeholder:</b></p> <ul style="list-style-type: none"> <li>• Honorable Minister</li> <li>• Secretary, MCIC</li> <li>• Director of Business Promotion Center</li> <li>• Senior Industry Officer</li> <li>• DS/SAS/AS/BRS</li> <li>• Project Management Unit</li> <li>• MCIC staffs</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Technical decision beyond capacity and capability</li> <li>• Maintain and update industrial project register</li> <li>• To liaise with manufacturers and service association</li> <li>• To receive, note and keep record of potential entrepreneur's interests</li> <li>• Seek approval before undertaking extra activities</li> <li>• Any other related issues beyond his/her control</li> </ul>	<p><b>12. External Stakeholder:</b></p> <ul style="list-style-type: none"> <li>• Kiribati Port Authority</li> <li>• Business Communities</li> <li>• Government stakeholders</li> <li>• NGOs &amp; Regional and International bodies related to Industry</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Assistance to be provided to the stakeholders</li> <li>• Providing information related with the Ministry</li> <li>• Any other advices required from these stakeholders</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.*

Approved by:

Date of Issue:

**GOVERNMENT OF KIRIBATI**  
POSITION DESCRIPTION

13. KEY ACCOUNTABILITIES (include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> <li>▪ KDP/KPA:</li> <li>▪ MOP Outcome:</li> <li>▪ Divisional/Departmental/Unit Plan:</li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Increase usage of an industry set up to facilitate viable business endeavors</p>	<ul style="list-style-type: none"> <li>• To assists in day to day extension services of established industries.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Expansion of services is aligned well main service</li> <li>▪ Revision of industry policy and other related policies within the Division and to ensure that such policies are effectively administered and implemented</li> </ul>
<p>Establish network between the private sector and Government institutions</p> <p>Improve success rate of industrial businesses</p>	<ul style="list-style-type: none"> <li>• To serve as interdepartmental/ministerial liaison officer on matters related to industry development</li> <li>• To assist in organizing in-country seminars, conferences and workshops for entrepreneurs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Number of industry networks developed</li> <li>▪ Tune up to a conducive business environment as well as with legal and policy set ups are well addressed.</li> </ul>
<p>Provide assistance to SIO</p>	<ul style="list-style-type: none"> <li>• Assist in the coordination and implementation of Industry MOP &amp; Industry related policies and strategies under SIO supervision:</li> <li>• Formulation and implementation of industry development strategies;</li> <li>• Formulation and implementation of cluster development initiatives;</li> <li>• Formulation and implementation of strategies to support value addition in key productive sectors and other industry related activities required from time to time</li> <li>• Assist in the development of project proposals and concept/cabinet papers in line with donor requirement</li> <li>• Assist in the implementation of approved projects</li> </ul>	<ul style="list-style-type: none"> <li>• Key industry development strategies developed and implemented</li> <li>• Policies developed and implemented</li> <li>• Number of cluster development initiatives implemented</li> <li>• Number and type of incentives implemented to support value addition</li> <li>• Number of projects/cabinet papers developed</li> <li>• Number of successful projects</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.*

Approved by:

Date of Issue:

**GOVERNMENT OF KIRIBATI**  
POSITION DESCRIPTION

<p><b>10. Key Challenges</b></p> <p>Provide legal advices to entrepreneurs on the Small Industry Development Act. Coordinate activities in the absence of Senior Industry Officer to ensure the Ministry objectives are met.</p> <p>To be able to promptly address urgent issues from time to time.</p> <p>Additional working hours may be required where there are excessive works to accomplish.</p> <p>Overtime is not applicable.</p>	<p><b>11. Selection Criteria</b></p> <p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Degree in Economics; Agricultural economics; Industry development; Development Studies; Business Management and other related fields.</p> <p><b>Experience:</b> NIL</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good understanding of KDP 2016-2019, KV20 linkages with industrial development;</li> <li>• Good understanding of Key government policies on Private Sector Development;</li> <li>• Fluent in English</li> <li>• Education and training</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> <li>• Active listening and writing skills</li> <li>• Critical thinking</li> <li>• Complex problem solving</li> </ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"> <li>• Social and keen to work with communities</li> <li>• Efficient</li> <li>• Teamwork</li> <li>• Creative, energetic and enthusiastic about work</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.*

Approved by:

Date of Issue: