

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

<b>1. Ministry:</b> Ministry of Women, Youth, Sports and Social Affairs		
<b>2. Position Title:</b> Principal Youth Development Officer	<b>3. Salary Level:</b> L6-5/4	<b>4. Division:</b> Youth
<b>5. Reports To:</b> Director of Youth and Sports	<b>6. Direct Reports:</b> Youth unit staff	
<b>7. Primary Objective of the Position:</b> To be responsible for the management and development of the Youth Unit so as to ensure that Youth Development Unit (YDU) is well resourced, strengthened and has the capacity to develop, implement and monitor programmes in order to improve the livelihoods and status of youth in Kiribati		

<b>8. Position Overview</b>	
9. Financial:	10. Legal:
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• NGO Unit (Community)</li> <li>• Youth Unit</li> <li>• Disability Inclusion Unit</li> <li>• Sport Unit</li> <li>• Administration Unit</li> <li>•</li> </ul> <p>Without referral to Manager:</p> <ul style="list-style-type: none"> <li>• Monitoring &amp; Evaluation of Youth policies and guidelines</li> <li>• Reporting on Youth projects and programs</li> <li>• Supervision of YDU</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• Development Partners</li> <li>• Mayors, Island Clerks</li> <li>• Key Line Ministries</li> <li>• Donor Agencies</li> <li>• KFHA and FBOs</li> <li>• KNOC, Communities and NGOs</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Budget preparations for WDU</li> <li>• DOP progress reports</li> <li>• Project Proposals and acquittals</li> </ul>
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> </ul>	

*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.*

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<b>▪ Divisional/Departmental/Unit Plan:</b>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Policy Development	<ul style="list-style-type: none"> <li>• Assist in the development of policies as directed from time to time by the Director</li> <li>• Assist the Director in the preparation of briefings, cabinet and discussion papers pertaining to the scope of YDU</li> </ul>	Youth related policies developed All papers and developed and submitted on time
Direct Supervision of Youth Development Unit (YDU)	<ul style="list-style-type: none"> <li>• Advise Director on matters relating to YDU</li> <li>• Provide brief and updates to Director from time to time on the works of the unit</li> <li>• Provide advice to subordinate staff as deemed necessary depending on the complexity of the case</li> </ul>	Timely advise is provided Brief is provided on a regular basis and immediately upon request Timely assistance and advice provided to YDU staff
Strategic Planning and Reporting	<ul style="list-style-type: none"> <li>• Advise and initiate ways to develop the YDU</li> <li>• Develop and contribute to the Ministry strategic planning process through the Director</li> <li>• Monitor the yearly DOP of the YDU</li> <li>• Coordinate compilation of report on DOP and MOP</li> <li>• Coordinate regional and international reporting on ratified conventions under the YDU</li> </ul>	Strategic guidance to the development of the YDU Timely submission of report two weeks after end of Quarter to Director
Resource Management	<ul style="list-style-type: none"> <li>• Manage and Monitor office resources</li> <li>• Efficient use of resources provided</li> <li>• Manage funding for project staff in collaboration with Senior Project and Planning Officer</li> </ul>	Record of office resources
Financial Management	<ul style="list-style-type: none"> <li>• Assist Director in budget preparations</li> <li>• Monitor YDU's monthly account expenditure</li> </ul>	Completed and submitted on time

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<b>14. Key Challenges</b>	<b>15. Selection Criteria</b>
<ul style="list-style-type: none"><li>• Working under pressure to meet deadlines</li><li>• Coordination of activities or efforts between key stakeholders in order to address women issues</li><li>• Addressing cultural and structural barriers in order to be able to effectively eliminate gender based violence</li><li>• Working extra hours as directed from time to time</li></ul>	<p><b>Qualifications and experience:</b></p> <p>Bachelor’s Degree in any of the following field:</p> <ul style="list-style-type: none"><li>• Public Policy, Youth Work, Community Development, Social Work, Sociology, Social Science or relevant field approved by MWYSSA</li></ul> <p>And MUST have over 5 years of work experience in the areas of youth and/or community development</p> <p><b>Key attributes:</b></p> <ul style="list-style-type: none"><li>• Fluent in I-Kiribati and English communication</li><li>• Computer literate</li><li>• Strong understanding of community, women and gender issues</li><li>• Dedicated and committed</li><li>• Passionate about improving the lives of Women and able to deliver excellent customer service</li><li>• Leadership and management abilities</li><li>• Satisfactory service record from past employers</li><li>• Mature and able to take initiative</li><li>• Willing to work under limited supervision and extra hours</li><li>• Able to supervise and work as a team</li></ul>

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