

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

<b>1. Ministry:</b> Ministry of Tourism, Commerce, Industry & Cooperative			
<b>2. Position Title:</b> Senior Consumer Protection Officer.	<b>3. Salary Level:</b> L6-5	<b>4. Division:</b> Consumer Protection Division (CPD)	
<b>5. Reports To:</b> Director BRC, Secretary of MTCIC	<b>6. Direct Reports:</b> Commerce Officer, CPO, Metrology Officer		
<b>7. Primary Objective of the Position:</b> To implement and ensure that all laws (Consumer Protection Act 2001 (No.11); Prices Ordinance (Cap 75); Weight and Measures Act1984 (No.1)) administration by CPD are effectively implemented, enforced and periodically reviewed and updated to suit circumstances from time to time. Also, to ensure the division work plans are fulfilled accordingly.			

8. Position Overview	
9. Financial: NA	10. Legal:Consumer Protection Act 2001, Price Ordinance (Cap 75), & Weight and Measures Act 1984
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>• Honorable Minister</li> <li>• Secretary, MTCIC</li> <li>• Deputy Secretary, MTCIC</li> <li>• Director</li> <li>• MTCIC staff</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>• Amendment to the Consumer protection act 2001, Price Ordinance (Cap 75), &amp; Weight and Measures act 1984.</li> <li>• Budget of the Division.</li> <li>• Workplan &amp; progress report on assigned outputs/ activities.</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Ministry of Justice (MOJ)</li> <li>• Ministry of Internal Affairs (Culture Division)</li> <li>• Ministry of Finance, Economic and Development (MFED)</li> <li>• Ministry of Health ( )</li> <li>• Consumer International</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li>• Consultation meetings held/ conducted by Consumer International (CI) and other related offshore organizations</li> <li>• Submission of law review and other development in the legislation</li> </ul>
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> </ul>	

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Divisional/Departmental/Unit Plan		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ol style="list-style-type: none"> <li>1. The division is properly managed in accordance with approved work plans and budget allocations.</li> <li>2. Businesses/ enterprises are properly investigated to ensure compliance with legal requirements in accordance with relevant legislation.</li> <li>3. Consumer protection act, weight and measures act and price ordinance are to effectively enforced and any defaulting enterprises are dealt with in accordance with the legislation.</li> <li>4. All Legislation administered by the division is reviewed and updated whenever the circumstances require.</li> <li>5. The divisional staff is well trained and equipped to perform the assigned functions.</li> </ol>	<ul style="list-style-type: none"> <li>○ To assist with preparation of the Ministry and divisional budget and work plans</li> <li>○ To prepare progress reports on all activities and programs of the division</li> <li>○ To prepare all action plan and budgets for the division</li> <li>○ To carry out investigation in collaboration with Kiribati Police on any enterprises suspected to have commenced business without complying with the legal requirement in line with the relevant legislation.</li> <li>○ To assist to ensure proper monitoring and enforcement action implemented in accordance with relevant legislation.</li> <li>○ To initiate appropriate actions against defaulting enterprises in line with the relevant legislations</li> <li>○ To conduct public awareness programs on consumer protection.</li> <li>○ To ensure all assets of the division are well maintained and managed.</li> <li>○ To carry out other duties that may be assigned</li> </ul>	<ul style="list-style-type: none"> <li>○ Weekly and Monthly report of the division to be submitted on time.</li> <li>○ At least 4 awareness programs organized every year.</li> <li>○ At least 4 joint awareness programs conducted with local NGOs</li> <li>○ Annual Consumer Right Day: events organized by 2019</li> <li>○ At least 32 advocacy materials developed on consumer protection and disseminated by 2019</li> <li>○ Promote consumer awareness through online consumer empowerment forums, At least 8 number of online programs implemented by 2019</li> <li>○ Consumer advisory council established by 2018</li> <li>○ New Copy right legislation enacted by 2017 FTRD</li> <li>○ New completion act enacted by end of 2019 Weight and measures act review an enacted by the end of 2019</li> <li>○ Number of default businesses found</li> <li>○ Number of non-compliance</li> </ul>

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	<p>from time to time by superiors pertinent to screening, monitoring and enforcement of appropriate actions against defaulting businesses/enterprises</p>	<ul style="list-style-type: none"> <li>○ cases filed</li> <li>○ Number of reports submitted on weekly basis</li> <li>○ Number of complaints received</li> <li>○ Monthly progress report submitted before end of each month.</li> </ul>
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<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>	
<ul style="list-style-type: none"> <li>○ Coordinate division activities; and to ensure the Ministry objectives are fulfilled.</li> <li>○ To accept tasks assigned from time to time by superior staff within the organization.</li> <li>○ Handle internal and external challenges faced while working, and to keep the division well managed and under control at all times.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Degree in business Law, economics, commerce and business.  <b>Experience:</b> 3 years' work experience in mid-level management position.</p>		<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>○ Have proficient knowledge in business and commercial law and other related fields; (both in English and Kiribati vernacular)</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>○ Must demonstrate exceptional leadership skills;</li> <li>○ Outstanding communication and writing skills</li> <li>○ Possess business analytical and problem-solving skills;</li> <li>○ Customer Service skills;</li> </ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"> <li>○ Honest, highly committed, Effective team Player. Easily adaptable</li> </ul>

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	to working condition and culture, Honest, Productive and Innovative.
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