

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Employment Human Resource		
2. Position Title: Senior Labour Officer (TVET)	3. Salary Level: 6-5	4. Division: Labour Division
5. Reports To: Director of Labour, Secretary	6. Direct Reports: <i>(Write No. & Position Title):</i> Director of Labour	
7. Primary Objective of the Position: Managing the operation of the National Employment Career Counselling Centre, TVET policies and coordinating TVET activities with training providers to improve employment pathways		

8. Position Overview	
9. Financial: None	10. Legal: Labour Laws, Education Act
11. Internal Stakeholders: Labour Officer NER Administrator Assistant Labour Officer NER Officer Computer Operator To be referred to Manager: Director of Labour, Secretary	12. External Stakeholders: MTC, KIT, other training providers non-formal training providers, schools, employers/industries, general job-seekers To be referred to Manager

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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: Human Resource Development</i> ▪ <i>MOP Outcome: Labour Division Operational Plan</i> ▪ <i>Divisional/Departmental/Unit Plan: TVET work-plan</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Formulation of TVET Policies	Drafting TVET policies	Policy draft completed
2. Diversify employment opportunities to new sectors and new employers	<p>Overseeing the operation of National Employment and Counselling Centre and staff performance to ensure job seekers are effectively assisted with online- job searching</p> <p>Establishing employment pathways locally and abroad for job seekers including TVET graduates</p> <p>Job Search to potential new market / employers</p>	<p>A job-seeker is served with information required</p> <p>A new employer is identified</p> <p>A job-seeker/ graduate got a job locally and abroad</p>
3. Establishing pathways between formal education and TVET	Consultation with Ministry of Education, KIT and stakeholders	Pathway established
4. Promotion on the roles and functions of TVET	Consultation with schools and community	Increasing awareness and enrolment to KIT
5. Managing the Apprenticeship Scheme	Regular monitoring of sponsored students and conduct of Apprenticeship Advisory Board Meeting.	<p>Timely resolution on matters related to sponsored student</p> <p>Improved performance of sponsored student</p>
6. Managing Labour Market Information System (LMIS	<p>Regular Coordination of data collection and management of LMIS through regular consultation with stakeholders.</p> <p>Production and analysis of report required from time to time.</p>	Information retrieval or analysed for policy making

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14. Key Challenges	15. Selection Criteria
<p>-Must adaptable to accept such challenging demand of the post</p> <p>-Able to work extra hours as required.</p>	<p>15.1 PQR (Position Qualification Requirement): Education: Bachelor of Arts in Management, Economics, Industrial Relations and other related fields</p> <p>Experience: Must have at least 3 years of relevant experience in senior management position</p> <p>Job Training: Must have at least attend any relevant TVET training</p> <p>15.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none">1. Knowledge Must have the general knowledge on how TVET is operating and Labour Market.2. Skills: Must have the ability to draft policies, confident in public speaking, communication skills and leadership skills3. Attributes: Team player, high level of integrity, social, creativity, high level of thinking/judgement, interpersonal, influential and flexible to work after hours to meet the job demands.

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