

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Maneaba ni Maungatabu		
2. Position Title: Committee Secretary	3. Salary Level: 11-10/9-7	4. Division: Committee Unit
5. Reports To: Clerk	6. Direct Reports: Deputy Clerk, Chairperson and Members of Parliament Committees	
7. Primary Objective of the Position: To provide Secretariat services to Members of the Committee in performing their scrutiny and oversight role as stated in the Committees' Terms of Reference (TOR).		

8. Position Overview	
9. Financial: NIL	10 Legal:
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Committee Members • Members of Parliament & spouse • Staff of Parliament <p>13. To be referred to the Clerk:</p> <ol style="list-style-type: none"> i. Budget of the Committee ii. Overseas training of Committee Members iii. Allowances and benefits/entitlements of Committee members. iv. Transport needs for members. v. Support equipment to the Committee. vi. Annual leave 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Government Ministries • State Owned Enterprises (SOEs) • Private Owned Enterprises • Stakeholders <p>14. Without Referral to the Clerk:</p> <ol style="list-style-type: none"> i. Organize daily meetings of the Committee ii. Record of Committee meetings' proceedings. iii. Provide advice to the Committee members iv. Organize inquiry sessions on behalf of the Committee. v. Assist Committee members in drafting reports of the Committee. vi. Usher service as needed from time to time

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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15. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Committee's reports compiled and tabled in Parliament meetings as scheduled.	<ul style="list-style-type: none"> • Prepare Committee's report for tabling in the Maneaba. 	Reports tabled as per Committee's TOR
Workplan against budget produced to the Committee for endorsement.	<ul style="list-style-type: none"> • Prepare annual workplan and budget of the Committee. 	Committee Members performed their duties without difficulties
Training of Committee.	<ul style="list-style-type: none"> • Arrange necessary training for Committee members. 	Training offered once a year
Internal and External visits and inquiries completed as targeted.	<ul style="list-style-type: none"> • Arrange consultation visits, interviews and meetings with stakeholders. 	At least 3 places visited for consultation purposes
	<ul style="list-style-type: none"> • Facilitate workshop/seminar with stakeholders. 	Greater awareness on the role and function of Committee
Facilitation of daily meetings of the Committee.	<ul style="list-style-type: none"> • Organize daily meetings of the Committees with concerned stakeholders. • Arrange inquiries to concerned organisations and individuals for Committee interview/meetings. 	Members met to meet their obligations
Committee reports/minutes are updated and kept in a safe place for office use.	<ul style="list-style-type: none"> • Keep audio records of the Committee proceedings. • Take minutes of the Committee proceedings and produce copy of minutes. 	All records of Committee proceeding are available on file and in the system.

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Publications of reports to Members, library copy and interested members of the public.	<ul style="list-style-type: none"> • Assist in editing the transcripts of the Committee proceedings • Produce hard copy of the Committee report for presentation in the Maneaba. 	Printed hard copy of Committee reports are available on time.
Advisor to the Committee.	<ul style="list-style-type: none"> • Provide legal and administrative advice to the Committee. 	Smooth operation of the Committee to achieve its targets.
Other assistance to support the work of the Committee	<ul style="list-style-type: none"> • Translate reports of the Committee when required by the Members and the Clerk. • Serving summons as required by Committee. • Managing the expenses of the Committee on official business. • Usher service as needed from time to time. 	<p>Committee received full support.</p> <p>Well controlled of Committee funds</p>
Support the Clerk	<ul style="list-style-type: none"> • Serve as a Clerk-at-the-Table when required by the Clerk. • Other duties to be assigned from time to time by the Clerk. 	Presiding officers are always available during Parliament meeting.

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16. Key Challenges	17. Selection Criteria
<ul style="list-style-type: none">• Advising Members on legal matters and other procedures.• Work long hours during the sitting of the Committees and Parliament meetings.• Serving the Committee members with different background.• Give proper advice to the Speaker while serving as the Clerk-at-the-Table.	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree in Management, Politics, Diplomacy, Sociology or other related fields.</p> <p>Experience: N/A</p> <p>Job Training: N/A</p> <p>Prerequisite: The post holder must accept to work beyond normal working hours especially during Committee and Parliament meetings</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge Must be fluent in English and Kiribati language</p> <p>Skills: Excellent communication skills Good report writing skills</p> <p>Attributes Proactive Respectful</p>

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