

**GOVERNMENT OF KIRIBATI**  
POSITION DESCRIPTION

<b>1. Ministry:</b> Ministry of Information, Communications and Transport			
<b>2. Position Title:</b> Development Planner	<b>3. Salary Level:</b> 9-7	<b>4. Division:</b> Research and Development Unit	
<b>5. Reports To:</b> Director of Research and Development Unit	<b>6. Direct Reports:</b> Planning Officer		
<p><b>7. Primary Objective of the Position:</b> Ensure that the Ministry processes all small to medium-scale project proposals (inclusive of HR development proposals) for submission to NEPO (and PSO in the case of HR proposals) in the most efficient manner possible.</p>			
<b>8. Position Overview</b>			
<b>9. Financial:</b> Nil			
<p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Technical Directors within the Ministry</li> <li>• State Owned Enterprises' Managers and/or CEOs or their representatives</li> <li>• Secretary, DS and Senior Development Planner</li> </ul>		<p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>i. NEPO (MFED)</li> <li>ii. PSO</li> </ul>	
<p><b>13. To be referred to Manager:</b></p> <ul style="list-style-type: none"> <li>• Appraise proposals to ensure compliance of objectives with government policies and formulation guidelines.</li> <li>• Consult with PEs and Divisions on project proposal requirements.</li> <li>• Complex, large scale project proposals</li> </ul>		<p><b>14. Without Referral to Manager</b></p> <ul style="list-style-type: none"> <li>i. Submit duly appraised, minor (small to medium proposals to MFED ( and PSO where applicable)</li> <li>ii. Monitor the progress of ongoing minor projects</li> </ul>	
<p><b>15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b></p> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>			
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>	

*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.*

Approved by: 

Date of Issue: 21/06/22

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Project development and planning	<ul style="list-style-type: none"> <li>Assist in initiating project ideas (to be involved in project meetings as member and Secretariat)</li> <li>Formulate approved project concepts</li> <li>Appraise proposals submitted by Divisions &amp; SOEs</li> <li>Follow up project proposals with MFED and PSO</li> <li>Monitor progress of ongoing projects</li> </ul>	<ul style="list-style-type: none"> <li>Work on at least one project proposal each week</li> <li>One proposal is approved per month either by Minister of Finance or Development Coordinating Committee (DCC).</li> <li>Progress report is always up to date.</li> <li>Completed projects are acquitted on time.</li> </ul>
MOP and KDP Implementation	<ul style="list-style-type: none"> <li>Assist in the development and submission of Project proposals to achieve the MOP and KDP goals.</li> <li>Assist in the implementation of approved projects, including budget expenditure and acquittal.</li> </ul>	<ul style="list-style-type: none"> <li>All identified activities have project proposals submitted.</li> <li>Amendments required by NEPO are attended to within 2 weeks of advice by NEPO.</li> </ul>
HR Management Framework Implementation	Assist development and submission of HR Training proposals	All training proposals are submitted to PSO and NEPO on time.
<b>16. Key Challenges</b>		
<ul style="list-style-type: none"> <li>At peak work times, additional working hours may be required to meet Deadlines. Overtime is not payable.</li> <li>The post is occasionally required to liaise with Central Agencies such as PSO and Finance to ensure that the Ministry Development and training proposals comply with procedures and policy guidelines.</li> </ul>	<b>17.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> Degree in Economics or any other related field <b>Experience:</b> Nil <b>Job Training:</b> Nil <b>Prerequisite:</b> Nil	

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The post is occasionally required to liaise with the Forecaster.

**17.2 Key Attributes (Personal Qualities):**

**1. Knowledge**

- i. Convincing project proposals
- ii. English language
- iii. Computer software and programming (Database development and management)

**2. Skills:**

- i. Analytical and problem-solving skills
- ii. Speaking
- iii. Active listening
- iv. Appraising
- v. Monitoring
- vi. Advanced report writing
- vii. Critical thinking and sound judgement

**3. Attributes**

- i. Analytical and problem-solving skills
- ii. Ability to interpret and implement policies and procedures
- iii. Fluent in both English and Kiribati language
- iv. Ability to communicate and interact with colleagues
- v. Creative and innovative

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Approved by:



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27/06/22