

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Foreign Affairs and Immigration	3. Salary: \$22,274.20 - \$25,042.42 Level 9-7	4. Divisions: Kiribati Embassy in China
2. Position: Research & Development Officer (RDO)	6. Direct Reports: First Secretary	
5. Reports To: Head of Mission (HoM)/Ambassador First Secretary (FS)		
7. Primary Objective of the Position: i. Undertake research, analysis and report on issues of interests and tasks directed by HoM. ii. Undertake research, analysis and report on issues of interests and tasks directed by HoM. iii. Support investment and trade initiatives by undertaking research, analysis and report on issues of interests as directed by Support HQs and Capital (Gok Ministries/Agencies) in undertaking research, analysis and report on issues of interests as directed by HoM. iv. Support HQs and Capital (Gok Ministries/Agencies) in undertaking research, analysis and report on issues of interests as directed by HoM. v. Provide Kiribati-Chinese and Chinese-Kiribati interpretation for HoM and Heads of Delegations visiting China. vi. Attend to tasks and duties directed and/or allocated by FS and HoM		
8. Position Overview 9. Financial: - Not applicable	10. Legal: - Compliance to Government of Kiribati's National Condition of Service (NCS). - KEC Kiribati-China Engagement Priorities and Standard Operating Procedures.	
11. Internal Stakeholders - Head of Mission - First Secretary - Third Secretary/Senior Accountant To be referred to Manager: - Policy/diplomatic issues/matters. - Operational issues/matters.	12. External Stakeholders: - Ministry of Foreign Affairs & Immigration - Gok officials - Chinese government officials/SOE officials - Chinese private companies - Kiribati nationals - General customers To be referred to Manager: - Inquiries on Gok's policy/diplomatic issues. - CMT (Core Mgmt Team) advice/positions on operational/diplomatic issues/matters.	
13. KEY ACCOUNTABILITY (include linkage to KDP, MOP and Divisional Plan) - Overall performance against Kiribati-China Engagement Priorities.		
Key Result This position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.	Major Activities/Duties	Performance

Area/Major Responsibility		Measures/Outcomes
Research, analyses and reports issues of interests	<ol style="list-style-type: none"> 1. Undertake research and analysis on issues required and directed by Head of Mission. 2. Provide updates, analysis and advice on other ad hoc issues to Head of Mission as and when required. 3. Produce report on such issues to Head of Mission. 	<ul style="list-style-type: none"> • Timely submission of information, advice, briefings and reports.
Support to FS through research, analyses and reports on issues of interests	<ol style="list-style-type: none"> 1. Undertake research and analysis on issues required and directed by First Secretary. 2. Provide updates, analysis and advice on other ad hoc issues to First Secretary as and when required. 3. Produce report on such issues to First Secretary. 	<ul style="list-style-type: none"> • Timely submission of information, advice, briefings and reports.
Support to Investment and trade initiatives through research, analyses and reports on issues of interests	<ol style="list-style-type: none"> 1. Under the directives of Head of Mission, undertake research and analysis on issues needed for promotion and implementation of investment and trade priorities as guided by the KCEP. 2. Provide updates, analysis and advice on other ad hoc investment and trade related issues to Head of Mission as and when required. 3. Produce report on such issues to Head of Mission. 	<ul style="list-style-type: none"> • Timely submission of information, advice, briefings and reports.
Support to HQs/Capital through research, analyses and reports on issues of interests	<ol style="list-style-type: none"> 1. Under the directives of Head of Mission, undertake research and analysis on important issues identified and requested by HQs/Capital. 2. Provide timely updates, analysis and advice to Head of Mission to relay to HQs/Capital. 3. Produce report on other ad hoc political and development cooperation opportunities and issues to Head of Mission to relay to HQs/Capital. 	<ul style="list-style-type: none"> • Timely submission of information, advice, briefings and reports.
Provide interpretation of Kiribat-Chinese and vice versa	<ol style="list-style-type: none"> 1. Offer interpretation of Kiribati to Chinese and vice versa services to HoM and Heads of Delegations coming to China at high-level meetings and consultations. 2. Assist with translation of documents written in Chinese to Kiribati and English to Chinese. 	<ul style="list-style-type: none"> • Delivery of correct and efficient interpretation to Head of Mission and diplomats. • Effective interpretation delivered to Heads of Delegations at High-

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<p>Attend tasks and duties allocated and advised by FS and HoM</p>	<p>1. Undertake tasks and duties advised by Head of Mission and First Secretary.</p>	<p>Level Meetings.</p> <ul style="list-style-type: none"> • Head of Mission and FS are satisfied with quality of performance delivered.
<p>14. Key Challenges</p> <p>Officer is required to:</p> <ul style="list-style-type: none"> - Show respect and professionalism at all times - Ensure to carry out his/her work efficiently and effectively to produce quality outputs and outcomes; - Willing to carry out additional duties as advised by the Direct Supervisor (see 6 above). 	<p>14. Selection Criteria</p> <p>14.1 PQR (Position Qualification Requirement)</p> <p>Education</p> <ul style="list-style-type: none"> - Certified in HSK 5 Chinese Language Proficiency Level - Chinese Bachelor's (required) or Master's (preferred) degree in any discipline obtained by any Chinese university. - 6 or more years' experience in China and Chinese social life, economy and commerce, politics and government <p>Job Training: KEC may facilitate training on interpretation skills with recognized Chinese university in this field.</p>	<p>14.2 Key Attributes</p> <p>Knowledge</p> <ul style="list-style-type: none"> - Fluency in writing, speaking and communicating in Chinese/Mandarin and English - Competence in research, analysis and reporting skills - Excellent interpersonal skills - Experience in and deep knowledge about Chinese traditions and culture - Effective communication (listening, spoken and written) skills in Chinese and English - Computer skills <p>Attributes</p> <ul style="list-style-type: none"> • Mature, reliable, responsible and committed. • Ability to address/solve problems. • Demonstrate empathy and patience. • Awareness of cultural sensitivities.

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Approved by: <i>WPK</i> approve	Date of Issue: 14/10/25
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Rationale:

The Embassy's operation in China presents both unique opportunities and significant challenges. The country's rapid development has positioned it as a global economic powerhouse. However, the limited use of English in official settings poses communication challenges, affecting efficiency and effectiveness. To capitalize on China's unique strengths and turn challenges into opportunities, the establishment of the RDO within the Embassy is of great importance. KEC aims to harness China's economic growth and capabilities for the benefit of Kiribati, with RDO specifically designed to achieve these objectives. By understanding and communicating in Chinese, RDO addresses the language barrier, enabling Kiribati to fully leverage China's status as a global commercial leader. Moreover, the establishment of RDO underscores the importance of research and monitoring, enhancing KEC's efficiency and effectiveness.

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 People's Republic of China

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