

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communication, Transport and Tourism Development		
2. Position Title: Seafarers and Ship Clerk	3. Salary Level: L18-15	4. Division: Marine Division
5. Reports To: Director of Marine	6. Direct Reports: All remaining Marine Division Staffs	
7. Primary Objective of the Position: Assist the Registry Clerk and the Director of Marine in a day to day administration of the Marine Division.		

8. Position Overview	
9. Financial: Responsible for assisting in the general administrative tasks to support the overall function of the marine division for registration of seafarers and ships, both abroad and local and by processing and accomplishing clerical duties. The SSAR clerk will responsible to the Registry Clerk for both seafarers and ships.	10 NCS 2012
11. Internal Stakeholder: Kiribati Shipping Services Co. Ltd (KSSL), Kiribati Ports Authority (KPA), Communications Commissions of Kiribati (CCK), Broadcasting and Publication Authority (BPA) and any other internal stakeholders considered by Director of Marine.	12. External Stakeholder: Local Ship Operators, Shipping Agencies, Recruitment Agencies, Ministry of Labour and Human Resource Development (MLHRD), Ministry of Environment Lands and Agricultural Development (MELAD), Office of the Attorney General (OAG), Ministry of Foreign Affairs and Immigration (MFAI), Ministry of Fisheries and Marine Resources Development (MFMRD), Local Governments and any other external stakeholders considered by Director of Marine.
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ KDP/KPA: 	

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.

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<ul style="list-style-type: none"> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1: Assist in day to day movement and update of files in the Marine Division.	- Ability to record movement of files, circulation folder and the 'in and out' trays of senior officers twice a day	Smooth and easy in finding files
Key Area 2: Filing system maintained in good order	- Ability to maintain a filing system	Easy storing and retrieving of information.
Key Area 3: Typing work completed as and when required	- Assist SSR Clerk in filling data into computer records	Seafarers record, electronically
Key Area 4: Telephone calls are promptly answered	- Answering telephone calls and connection to other marine staff	Good Customer Service

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Ability to work by himself/herself in the absence of the Registry • Ability to change and to adapt to new challenges • Staying motivated and maintaining high performance • Follow instructions from Senior Officers 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ol style="list-style-type: none"> 1. Minimum Form 5 KNC 2. Computer Certificate from KIT or USP or any recognized institution <p>Experience: Been a work experience as registry clerk for at least 1 year in any Govt Ministries, SOEs or recognized Employing Organizations.</p> <p>Job Training: n/a</p> <p>Prerequisite: Minimum Form 5 KNC, Computer certificate from KIT or USP or any recognized institution.</p>

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15.2 Key Attributes (Personal Qualities):

- 1. Knowledge:** Skills for using computers. Ability to speak and write in English
- 2. Skills:** Flexibility, Ability to blend in
- 3. Attributes:**
 - An inquisitive mind with attention to detail good written communication skills
 - Able to work with a variety of people
 - Clean Police Clearance with a validity not exceeding 3 months

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