

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry: Ministry of women, youth, sport and social affairs</b>			
<b>2. Position Title:</b> Administrative Social Welfare Officer	<b>3. Salary Level:</b> L15-13/12-11	<b>4. Division: Social Welfare Division</b>	
<b>5. Reports To:</b> Principal Social Welfare Officer	<b>6. Direct Reports:</b> MW/ICW/Youth Officer		
<b>7. Primary Objective of the Position:</b> To ensure that all services of MWYSSA are available on the outer islands, carried out effectively and efficiently, in line with the vision, mission, Operational Plan of the Ministry and be all within the resource available. To bridge the passage between MWYSSA and the Island Council			
<b>8. Position Overview</b>			
<b>9. Financial:</b>  11. Internal Stakeholders: - NGO Unit (Communities) - Youth Division - Disability Unit - Women Development Unit - Sport Division  To be referred to Manager: - Attending to the needs of the community related to sport development, social welfare and counseling, youth development, NGO/ Disability, Women development, elderly fund and other related issues that are within the portfolio of the Ministry on the Outer islands		10 Legal: Te rau n te Mwennga Act,  12. External Stakeholders: - Development Partners - Mayors, Island Clerks and ASWO - Key line Ministries - Donors Agencies & Development partners (Audaid DFAT, Secope Global, UN Women, NZAid) - Women Umbrella AMAK - KFHA and Faith Based Organisation - Red Cross, Police, Crisis Centre (Nawerewere) - AG's Office, OPL, MOE, MHMS - Communities & NGOs  To be referred to Manager - Activities or responsibilities that have financial, social and legal/political implications	

*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.*

Approved by:



Date of Issue:

14 / 05 / 19

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**13. KEY ACCOUNTABILITIES** (Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Customer Service	<ul style="list-style-type: none"> <li>- Provide efficient services to clients</li> <li>- Provide support to the island council on areas around the portfolio of the MWYSSA</li> <li>- Liaise with the Ministry or HoDies concerned on any matters required from either island council or client</li> </ul>	<ul style="list-style-type: none"> <li>- The level of client satisfaction with the services provided by administrative assistant</li> <li>- Network with the island council</li> <li>- The number of cases directly reported to MWYSSA headquarter from either client or island council</li> </ul>
Information and research	<ul style="list-style-type: none"> <li>- Carry out a survey or data collection on the outer islands, whenever required or advised from MWYSSA headquarter</li> </ul>	<ul style="list-style-type: none"> <li>- Survey forms or report be returned to MWYSSA no later than two weeks after the deadline</li> </ul>
Strategic planning and reporting	<ul style="list-style-type: none"> <li>- Develop a yearly workplan which is aligned with the Ministry operation plan</li> <li>- Provide progress report of workplan on the quarterly basis</li> <li>- Provide report of activities not reflected in the work plan</li> </ul>	<ul style="list-style-type: none"> <li>- Completion and submission of a copy of the workplan on time</li> <li>- Submission of report two weeks after the end of the quarter</li> <li>- Timely submission of the report</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>- Estimate the cost of implementing the Workplan</li> <li>- Efficient use of resources provided by MWYSSA</li> <li>- Liaise with MWYSSA prior to carrying out activities that are not covered in the workplan and will have financial implications for endorsement</li> </ul>	<ul style="list-style-type: none"> <li>- Completion and submission of proposed budget two weeks after the deadline</li> <li>- DW returns be sent to MWYSSA headquarter two weeks after the activity or payment is made</li> </ul>

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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• A key challenge of the post is to ensure the workplan is fully implemented. Issues related to the portfolio of MWYSSA be addressed in an efficient and effective manner and in line with the existing policies and laws</li> <li>• Victims of domestic violence be accorded with appropriate services and in accordance with CYPFW and family Act</li> <li>• Respect should be a component of the package of administrative Assistant Service, exercised at all times and to all levels of the community</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Form 7 certificate with knowledge and skills in counselling, child protection Or Diploma in Community Work with work experience in counselling</p> <p><b>11.2 Key Attributes (Personal Qualities):</b> Effective counselling skills, fluent in both English and Kiribati, effective communication skills, patient, flexible and be abided by counselor's code of ethics</p>

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