

GOVERNMENT OF KIRIBATI
Position Description

Key Accountabilities

Key result area	Major activities	Performance measures
Technical advice	Advise Secretary on matters related to services and policies of Youth Welfare Provide brief to Secretary Provide advice to subordinate staff when the case is extraordinarily complicated and cannot be dealt with under the existing policies and laws or required extra budgetary provision.	service delivery in Kiribati accurate advice is provided within two days of request brief is provided on a regular basis and immediately upon request
Youth Programs	Ensure all youths are provided with effective and efficient services	Client satisfaction All cases be dealt with within a week of receiving the case.
Management of Youth Activities	Ensure youth activities is facilitated well within the Ministry's youth service portfolio and ensure accurate recording and reporting of funding in all youth activities and programs	Client satisfaction Monitoring of payment process be done on a daily basis Evaluation be conducted on a monthly basis
Administration	Initiate a review of existing working tools (i.e. policies, Strategic Plans, laws) if necessary for enhancing quality of service. Ensure activities are implemented within the budget and time frame	Working tools have to be always up-to-date and relevant to the current circumstance. Budget is appropriately utilized
Human Resource Management & Development	Motivate staff and help them to enhance their commitment to work and productivity Build strong team spirit within a division Develop divisional training plan in consultation	Counsel staff on a regular basis or whenever one's performance and commitment to work is deteriorated. Staff meeting is held once a week

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Government of Kiribati, All Ministries

Approved By:


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Date of Issue:

14/05/2014

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GOVERNMENT OF KIRIBATI

Position Description

Position Title: Senior Youth Development Officer

Division: Youth

Salary Level: 11-10/9-7

Reports To: Secretary & Deputy Secretary

Direct Reports: Youth Officer

Primary Objective: to ensure that Youth services are effectively and efficiently delivered to the public and supportive to the ultimate goal of the Ministry of Women, Youth and Social Affairs through a strong team spirit of members of staff and providing a friendly working environment.

Decision Making Authority

Key Contacts

Frequency and purpose

Without referral to manager
Delegating of assignment to subordinates staff
Authorizing leave and official trips of members of staff
Monitoring and Evaluation of Youth programs
Human Resource Management

Youth Officer

Every day to delegate, consult and follow up on tasks

After consultation with managers or others
Developing DOP (divisional operational plan) and divisional budget
Human Resource Development

Heads of Divisions within the Ministry, Youth Officers

Twice a year at the beginning and mid of the budget and Strategic and HRD planning cycle

Referred to manager or others
Hiring and disciplining of staff
Providing capacity building to staff

Deputy Secretary and Secretary

Whenever required

Key result area

Major activities

Key Accountabilities

Kiribati National Youth (KNY) Policy

Provide service to youths that are in line with the KNY policy

Performance measures

Youth Satisfaction in service provision

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GOVERNMENT OF KIRIBATI
Position Description

Key Accountabilities	
Key result area	Major activities
	with members of staff
	Performance measures
	Training plan be addressing the skill gap that exists within the division

Key Challenges	Selection Criteria
Delivering a quality service through strong team spirit	Qualifications and experience: Bachelor degree in the following fields; Community Services/Social Development and Management/ Counseling and Psychology/ Sociology and Management with at least 3 years of experience in Senior Management or 5 years of working experience in Middle Management Possessing youth counseling and experience working with the youth is desirable.
Alleviating social, economic and political issues caused by the Youth	Key attributes: Effective counselling/consultative/fluent in English and Kiribati/effective team player/walk the talk/listen to superiors and as well as subordinates/understanding/flexible/initiative

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