

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

**Ministry: Women, Youth and Social Welfare**

**1. Position Title: Student Social Support Officer**

**2. Salary Level: L15-14/13-12**

**3. Division: Social Welfare**

**4. Reports To: Social Benefit Coordinator**

**5. Direct Reports: Registered Secondary Schools, Applicants**

**Primary Objective of the Position:** To provide support to Social Benefit Coordinator in delivering effective and efficient service in matters relating to School Fee Scheme. Ensure that all applications are well received ahead of time of meetings, establish data base on approved applications, screening and checking all relevant documents for school fee meetings, logistic duties, and ensure that all preparatory works are all carried out for the effective and efficient service of the Unit provided to the public.

**6. Position Overview**

**9. Financial: \$**

**10. Legal:**

**11. Internal Stakeholders:**

- NGO Unit (Community)
- Youth Division
- Disability Unit
- Women Development Unit
- Sports Division

**12. External Stakeholders:**

- Development Partners
- Mayors, Island Clerks and ASWO
- Key Line Ministries
- Donors Agencies & Development partners (AusAid DFAT, Scope
- AG's Office, OPL, MOE, MHMS
- Communities & NGOs
- KNOC

**Without referred to Manager:**

Attend applicants and filling out forms according to the criteria of the School Fee Scheme.  
Screening and checking all relevant documents needed before the meeting.

**To be referred to Manager:**

Approval of Information to be disclosed to the public,  
Complaints of Public which need higher or Senior advice and clarification.

**13. KEY ACCOUNTABILITIES (Include linkage to KDP and Motinnano)**

**KPA 2 Outcome 1:** Increased sustainable economic and improved standard living of 1-Kiribati people  
**MOTINNANO 9 Public Sector:** Youth Empowerment to decent work

*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:

*[Signature]*

Date:

*[Signature]*

*[Signature]*

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

**KPA 2: Inclusive Economic Growth and Poverty Reduction**

**Divisional/Departmental/Unit Plan:**

<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Customer Service	<ul style="list-style-type: none"> <li>To ensure that all incoming applicants are attended to. All applications from Tarawa and Outer Islands are prepared and brought to the meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Applications are all considered and proper advice is provided to clients.</li> </ul>
Scheme Management	<ul style="list-style-type: none"> <li>Assist the Social Benefit Coordinator in managing the scheme and develop a better information management system.</li> <li>Develop meeting schedules and deadlines of applications for Tarawa and Outer Islands</li> <li>Develop database electronically and manually</li> </ul>	<ul style="list-style-type: none"> <li>The system is improved, and data base is established.</li> <li>Applications are received on time and brought to meetings for considerations.</li> </ul>
Communications Skills	<ul style="list-style-type: none"> <li>To conduct public awareness to ensure the scheme is well explained through usage of various media, including community visits and brochures.</li> </ul>	<ul style="list-style-type: none"> <li>The public is well informed on the scheme and have full knowledge of such.</li> </ul>
<b>14. Key Challenges</b>		
<ul style="list-style-type: none"> <li>Ensuring that all reports and claims of the Schools are received in time to avoid sending out of students under the scheme from schools due to unpaid or late school fee payments.</li> </ul>	<p><b>15. Selection Criteria</b></p> <p><b>Qualifications and experience:</b> Form 7 Certificate majoring in Accounting or Commerce with at least 1 year work experience in the field. OR Form Six Certificate in Accounting or Commerce with at least 2 years work experience in the field.</p> <p><b>Key attributes:</b> Should be patient, Computer literate, flexible</p>	

*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: