

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Ministry: Women, Youth and Social Welfare

1. Position Title: Youth Officer

2. Salary Level: L13-12/11-10

3. Division: Youth Division

4. Reports To: Social Benefit Coordinator

5. Direct Reports: Registered Secondary Schools, Applicants

Primary Objective of the Position: To reinforce the capacity of Young People to achieve a better quality of life, socially, physically, economically and spiritually.

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:

- Implementing the programmes for youth
- Conduct Youth meetings
- Strengthen Youth associations
- Attend youth issues depending on urgent cases
- Monitor Youth Activities
- Make sure the activities in line with the divisional work plan.
- Perform other Duties as Directed from Director or senior Officer when needed
- Develop database for Youth Issues and development.

To be referred to Manager:

- For budget, urgent issues, matters outside policy, issues that are beyond the post holders JD, political issues.

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:

27/07/13

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- The Post Holder should have and practice the ability and skill on time management, financial management, behavioral management and others

13. KEY ACCOUNTABILITIES (Include linkage to KDP and MoTinano)

- **KPA 2 Outcome 1:** Increased sustainable economic and improved standard living of T.Kiribati people
- **MO TINNANO 9 Public Sector :** Youth Empowerment to decent work
- **KPA 2: Inclusive Economic Growth and Poverty Reduction**
 - Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Assist to ensure efficient Youth Development Planning	<ul style="list-style-type: none"> • Initiate relevant programmes concerning Youth Issues to upgrade life of Youth in Kiribati. 	<ul style="list-style-type: none"> • % of Youth aware and participate in such programmes created by the post holder
Efficient management and implementation of funds	<ul style="list-style-type: none"> • seek projects funding 	<ul style="list-style-type: none"> • % of fund received and implemented by the Post holder
Active Youth associations on all Islands	<ul style="list-style-type: none"> • The Post holder should deal with selected Islands for implementation and monitoring programmes. 	<ul style="list-style-type: none"> • % of active Islands youth associations under the post holders care
Written work plan	<ul style="list-style-type: none"> • Create a quarterly work plan in line with youth division strategic plan • Write quarterly reports according to work plan 	<ul style="list-style-type: none"> • Completion and submission of a copy of the work plan to the office
Report Writing	<ul style="list-style-type: none"> • Organize, Assist and facilitate training program me for youth. Attend meetings and workshops hold by stakeholders and partners where the division involves, locally and overseas. 	<ul style="list-style-type: none"> • Submission of reports on time • % of trainings according to work plan
Conducting Workshops	<ul style="list-style-type: none"> • Outreach to outer Islands to strengthen Youth associations 	<ul style="list-style-type: none"> • % of how much a division or post holder able to collaborate and conduct such workshops and work with partners
Outreach to Outer islands		

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<p>Co operation</p>	<ul style="list-style-type: none"> • Work closely with churches, NGOs, Government leaders clerks, ASWOs, and others • To have good understanding on good customer service, communication skills on phone and others. • To be flexible to absorb inputs from other ministries and others and liaise with them only when necessary for the development of Youth in Kiribati. • Produce Media programmes for Youth Division 	<ul style="list-style-type: none"> • % of islands visited according to work plan • % of how much the division or post holder work closely with NGOs
<p>14. Key Challenges</p>		
<ul style="list-style-type: none"> • The Post holder should work closely with the senior officers in matters arise beyond his/her capacity. Such as conflicts between churches, stakeholders, youth associations, councils, conflicts in meetings or any urgent issue happen. • The Post holder should be pro active in creating or organizing programmes and trainings that will help to prevent conflicts rather than solving problems. • The target point for coordinating and achieving set goals for a division or the post holder is by the end of 2016. • Able to work after working hours when needed. 	<p>15. Selection Criteria</p> <p><u>Qualifications and experience:</u> Diploma + 3 years of experience in Youth work, Social Work, Community and other equivalent areas.</p> <p><u>Key attributes:</u> Should be patient, Computer literate, flexible</p>	

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