

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Public Service Office, Ministry of Foreign Affairs, and Office of the Beretient.		
2. Position Title: Senior Project and Planning Officer	3. Salary Level: L6-5	4. Division: Planning Unit
5. Reports to: PSO Secretary	6. Direct Reports: PSO Deputy Secretary	
7. Primary Objective of the Position: Overall management, advice and coordination of PSO, MFAl and OB development projects, funding, and strategic or operational plans.		

8. Position Overview	
9. Financial: Nil	10. Legal: National Condition of Service
11. Internal Stakeholders: <ul style="list-style-type: none"> • HoDs • Colleagues <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Advise on institutional changes within the Ministry to bring about more effective and efficient delivery of the Ministry's development objectives and goals. • Reports the lists of convincing development projects proposals that are a result of feasibility studies. • Procurement with cost that are beyond his/her authority. 	12. External Stakeholders: <ul style="list-style-type: none"> • NEPO, MFED. • Donors. <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Decisions that critically need the involvement and participation of External stakeholders.

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

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.

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Development of projects, plans and development budget for the 3 ministries (PSO, MFAL, and OB).	1. Advise and strengthen capacity of the 3 ministries in the management and coordination of donor assistance and projects.	<ul style="list-style-type: none"> Project Proposals are developed and submitted to the right channel for approval. Donors support and funding for project proposals.
	2. Develop work plans that will guide the 3 ministries on capacity building of HOD's and in the implementing of priority in the Ministry Strategic Plans (MSPs) and MOPs.	<ul style="list-style-type: none"> Ministry's effective and achievable work plans are developed.
	3. Review and assist in the formulation, evaluation and reporting on development programmes on the projects of the 3 ministries.	<ul style="list-style-type: none"> Updated reports on new and ongoing projects submitted to senior management, Minister and Cabinet.
	4. Facilitate and assist in the formulation of the Ministry's development strategic plans (MSPs) and operational plans (MOPs) for effective phasing and implementation.	<ul style="list-style-type: none"> Ministry's effective MSPs and MOPs are developed.
	5. Initiate and coordinate the review and evaluations of the Ministry's performance against their MSPs and MOPs on regular basis.	
Overall management of the Planning Unit	1. Overall administration of the Planning Unit.	<ul style="list-style-type: none"> Annual goals and objectives of the unit are achieved at the end of the year.
	2. Supervise, manage and build capacity within the Planning Unit.	<ul style="list-style-type: none"> Team members within the unit are more experienced, confident and knowledgeable in handling their tasks.

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10. Key Challenges	
<ul style="list-style-type: none"> • To formulate very convincing proposals. • To complete tasks within tight schedules. • To work odd hours when project has urgent/emergency elements. 	
11. Selection Criteria	
<p>11.1 PQR (Position Qualification Requirement): Education: Degree Qualification in Economics. Experience: 3 years post degree work experience at middle level management.</p> <p>Job Training: Nil.</p> <p>Prerequisite: Nil.</p>	<p>11.2 Key Attributes (Personal Qualities): The incumbent should be mentally and physically fit.</p> <p>Knowledge:</p> <ul style="list-style-type: none"> • A lateral thinker and proficient in written and spoken English and Kiribati. <p>Skills:</p> <ul style="list-style-type: none"> • Good leadership and communication skills. • Team work player. • Able to manage time wisely. • Able to work under pressure. • Able to formulate convincing proposals. • Flexibility. <p>Attributes:</p> <ul style="list-style-type: none"> • Hard working. • Proactive. • Honesty and integrity. • Confidentiality. • Concern for others. • Innovative and Creative.

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