

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Finance & Economic Development		
2. Position Title: Deputy Secretary	3. Salary Level: 4	4. Division: Administration Cadre
5. Reports To: Secretary	6. Direct Reports: Human Resource Manager	
7. Primary Objective of the Position: To ensure that the Ministry enhances and sustains a quality service to all clients and the MSP objectives are achieved within budget so as to contribute to the achievement of Government goals and objectives.		

8. Position Overview

9. Financial:

10 Legal:

National Condition of Service 2021,
Ordinance CAP79, Financial Regulations
Public Finance (Control and audit) 1998
Financial Regulation 2011
Procurement Act 2002
Statistics Act Cap 96 and Census Act Cap 8
Customs Act 2005, VAT Act 2014, Excise Tax Act 2014, Revenue
Administration Act 2014, Wreck & Salvage Ordinance
Public Finance Act
Debt Management Policy
Public Finance (Control and Audit)
Financial Regulation 1979/2011
SOE Act,
Internal Revenue Board Act
Income Tax Act
VAT Act
Revenue Administration Act
ICT Policy, KDP, MSP, Donor Agreement and Ratified conventions.

This 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:

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

11. Internal Stakeholder:

- Staff
- Donors (Ausaid/NZaid/others)
- PSC
- Board members

To be referred to Manager:

- Budget Preparation
- MSP preparation and progress report
- Senior Management Meeting
- Personal Matters related to NCS
- Preparation of Cabinet Papers

12. External Stakeholder:

- All Ministries
- SOEs
- KANGO
- KCCI
- Public (customers)

To be referred to Manager

- MSP preparation and progress report
- Personal matters related to NCS
- Budget
- HRM Framework

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	Provide advice to technical officers of the Ministry of Administration requirements, including budget, and planning requirements.	Accurate advice is provided within two days of request

This 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:
--------------	----------------

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

	Implement administration for the Ministry to ensure MSP requirements are met through preparation of Cabinet papers, briefings, and discussion papers.	All Ministry administration is accurate and completed on time.
Strategic Planning	MSP Preparation	Completed and submitted on time
	Progress report on achievement of MOP activities	Progress reports completed and submitted to NPO on time.
	Authorise expenditure	Vote transfers are actioned as required by Divisions/Vote Managers
People Management	Develop HRM framework for the Ministry under the advice of the Secretary.	Accurate and timely submissions in line with the HRM framework for the Ministry

14. Key Challenges

- A key challenge of the position is leading and coordinating administration activities of the Ministry to ensure that the technical staff can perform their roles effectively. This may include providing advice to technical staff on administrative matters.

15. Selection Criteria

15.1 PQR (Position Qualification Requirement)

Education:

1. Economics, Finance and/or Accounting;
2. Administration, Business Administration and/or Management, plus an Undergraduate Degree Major either in Economics, Finance and/or Accounting.

Experience:

1. Post graduate Diploma cohorts need at least 4 years in a Senior Management role, i.e. L6 and above.
2. Master degree holders need at least 2 years.

This 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:

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

	<p>15.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">• Customer and Personal Service• Administration and Management• Personnel and Human Resources <p>2. Skills</p> <ul style="list-style-type: none">• Speaking: Talk to others to convey information effectively• Active Listening• Social Perceptiveness• Monitoring• Critical thinking• Learning Strategies• Negotiation• Persuasion <p>3. Attributes</p> <ul style="list-style-type: none">• Efficient• Effective• Innovative• Creative• Approachable• Cooperative• Fair• Hardworking and dedicated• Interested in meeting people
--	---

This 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:

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

This 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:
---------------------	-----------------------