

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

<b>1. Ministry:</b> Ministry of Justice		
<b>2. Position Title:</b> Office Manager	<b>3. Salary Level:</b> 12-11	<b>4. Division:</b> Office of the Public Legal Service
<b>5. Reports To:</b> Deputy Director	<b>6. Direct Reports:</b> staff of the Corporate Service	
<p><b>7. Primary Objective of the Position:</b></p> <p>The purpose of this post is to assist the Office by:</p> <ul style="list-style-type: none"> <li>- providing services to manage and coordinate human resources functions including staff leave, payroll, turn-over and overall administrative management support to those responsible for substantive areas of the practice;</li> <li>- providing overall management, supervision, monitoring and maintenance of assets and facilities including existing information management systems,</li> <li>- identify and develop policies relevant to areas of responsibility including asset and file management system and electronic or database recording system of all files,</li> <li>- developing precedents and templates to be used for the excellent discharge of legal service delivery and other activities,</li> <li>- managing and preparing proposed budget summaries including financial planning and management and financial reports,</li> <li>- and reporting and advising the Director on relevant key issues, challenges and developments of the Office from a Corporate Service perspective.</li> </ul>		

<b>8. Position Overview</b>	
<b>9. Financial:</b> Up to \$5,000	<b>10. Legal:</b> Kiribati Law Society Act, High Court Civil Procedure Rules, Magistrate Court Ordinance, Public Finance (Control and Audit) Ordinance,
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Lawyers</li> <li>• Paralegals</li> <li>• Interpreters</li> <li>• IT Officer</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Clients</li> <li>• Community members and members of the public</li> <li>• Police</li> <li>• Courts (Magistrates &amp; High Court)</li> </ul>

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<ul style="list-style-type: none"> <li>• Account Officer</li> <li>• Driver,</li> <li>• Cleaner,</li> <li>• Working colleagues,</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Monthly and financial reports,</li> <li>• Outer island trips</li> <li>• Insurance</li> <li>• Inventory Register</li> <li>• Assets Management Report</li> <li>• File Management Report</li> <li>• Budget</li> <li>• Standard Performance Assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Island Councils</li> <li>• Outer island residents</li> <li>• MWYSA</li> <li>• MFED</li> <li>• PSO</li> <li>• Governmental/Non-Governmental Agencies</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• Monthly and financial reports,</li> <li>• Outer island trips</li> <li>• Insurance</li> <li>• Inventory Register</li> <li>• Assets Management Report</li> <li>• File Management Report</li> <li>• Budget</li> <li>• Standard Performance Assessment</li> </ul>
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**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
<p>Providing services to manage and coordinate human resources functions including staff leave, payroll, turn-over and overall administrative management support including those responsible for substantive areas of the practice,</p>	<ul style="list-style-type: none"> <li>• Prepare, manage and coordinate Performance Planning Worksheets for all staff</li> <li>• Proper recording, monitoring of personnel management,</li> <li>• Identify and provide appropriate corporate support toward support staff and legal officers.</li> <li>• Supervise and assist in recruiting and</li> </ul>	<ul style="list-style-type: none"> <li>• Quality, timely and improved human resource functions and OPL responsibilities</li> <li>• Well informed decisions for efficient personnel management</li> <li>• Performance was monitored and assessed mutually</li> <li>• Quality performance of staff and</li> </ul>

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	coordinating induction programs for new staffs	legal service is delivered professionally with high standard.
Providing overall management, supervision and maintenance of assets, premises, facilities, infrastructure, library and customer service delivery facility,	<ul style="list-style-type: none"> <li>Identify and prepare basic policies and guidelines or instructions designed for the purpose of managing and maintaining of assets, premises, facilities, infrastructure and customer service delivery,</li> <li>Provide basic in house trainings for proper maintenance and sustainable use of the same,</li> <li>Responsible for the upkeep of lease, agreements, contract and other office dealings relating to the same.</li> </ul>	<ul style="list-style-type: none"> <li>Basic policies and guidelines or instructions are produced and implemented,</li> <li>Office assets and facilities are sustained and well maintained,</li> <li>Customer complaint is reduced,</li> <li>Monthly reporting</li> </ul>
Establish, monitor and review information technology and existing information management systems	<ul style="list-style-type: none"> <li>Ensuring that IT support system and existing information management system operate efficiently and received appropriate and immediate attention whenever required,</li> <li>Responsible for identifying and recommending financial needs required for the sustainable operation of the IT and Information management system,</li> </ul>	<ul style="list-style-type: none"> <li>IT system and existing Information Management System operates sustainably,</li> <li>Cost effective financial needs of the IT system and Information Management system are met,</li> </ul>
Strengthen and improve policies relevant to areas of responsibility including file management system and electronic or database recording system of all open and closed files;	<ul style="list-style-type: none"> <li>Identify staff key responsibilities that require policy support for improvement</li> <li>Responsible for the improvement, designing and implementation of effective file management system and database recording system,</li> <li>Responsible for proper and effective archiving measures of closed files,</li> <li>Ensuring that support staff and legal officers are provided with easy and professional support to file system and database recording system.</li> </ul>	<ul style="list-style-type: none"> <li>Improved internal and external service</li> <li>Policies for file management system and database recording system are improved and implemented, and monitored,</li> <li>Closed files are properly archived and stored,</li> <li>Reduction of lengthy and complex file management and database</li> </ul>

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		recording issues,
Provide precedents and templates necessary for the excellent discharge of legal service delivery & other office functions to keep abreast with current public & government interest.	<ul style="list-style-type: none"> <li>• Conduct auditing of existing precedents and templates</li> <li>• Identify and prepare recommendations to improve existing administrative precedents and templates.</li> </ul>	<ul style="list-style-type: none"> <li>• Updated office precedents &amp; templates are in place</li> <li>• Office Professionalism and public and Government confidence is maintained</li> </ul>
Prepare and Manage budget including Financial planning and management and Reports that summarizes and analyzed the organization's future organizational and financial needs,	<ul style="list-style-type: none"> <li>• Conduct soft financial analysis for realistic needs of the office for annual budget planning</li> <li>• Monitor &amp; Evaluation of overall administrative and legal operations expenditure</li> <li>• Provide analytical assessment on financial trends of the same with a view to improving management of current and future budgeting needs.</li> <li>• Provide proposed annual budget for review.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide monthly or annual monitoring report</li> <li>• Provision of Monthly M &amp; E Report</li> <li>• Financial Monthly Report required for well informed decision making,</li> <li>• Proposed annual budget draft submitted for review</li> </ul>
Responsible for supervising and implementing Strategic Plan, Operational Plan and Divisional Plan	<ul style="list-style-type: none"> <li>• Provide guidance and support on the implementation of the Strategic Plan, Operational Plan and Divisional Plan,</li> <li>• Identify strategic activities and complete them within the timeframe,</li> <li>• Able to identify problems and challenges that would affect the successful implementation and completion of strategic activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Plan, Operational and Divisional Plan are implemented.</li> <li>• Problems, challenges and recommendations are captured in the M &amp; E Reports</li> </ul>
Report and advise the Director on relevant key issues, challenges and	<ul style="list-style-type: none"> <li>• Recognize and analyze administrative, financial, legal related, development and human resource</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative, financial, legal related, development and</li> </ul>

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developments	<p>issues that may arise from time to time,</p> <ul style="list-style-type: none"> <li>• Conduct survey with a view to develop and provide immediate and long term strategies on the same,</li> <li>• Provide reports, advice and recommendations on the same for review,</li> </ul>	<p>human resource issues identified,</p> <ul style="list-style-type: none"> <li>• Survey reports</li> <li>• Recommendations are put forward for review</li> </ul>
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<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• Meeting ,</li> <li>• Working with limited resources and strained funds,</li> <li>• Completion of monthly reports</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• University Diploma in Management and Business Studies,</li> <li>• Certificate in Business, Management and Supervisory Skills with 5 years experience in the legal sector</li> </ul> <p><b>Experience:</b> At least 5 years experience in the legal sector</p> <p><b>Job Training:</b></p> <ul style="list-style-type: none"> <li>• Law firm Administration</li> <li>• Public Policy Training</li> <li>• Training of the Trainers (TOT)</li> <li>• Leadership,</li> <li>• Project management</li> <li>• Financial management</li> <li>• Strategic Planning</li> <li>• Human resource management</li> <li>• Staff review/performance training</li> <li>• Office skills and management</li> <li>• File/Data/ Assets/ Facility/ Diary and Space management</li> <li>• Counselling</li> </ul>

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**Prerequisite: s**

**11.2 Key Attributes (Personal Qualities):**

- Customer and Personal Service
- Legal
- English Language
- Clerical
- Computers
- Accounting
- Registry
- Management

**2. Skills**

- Speaking
- Active listening,
- Coordination,
- Reading comprehension,
- Social perceptiveness,
- Time Management,
- Negotiation,
- Mentoring,
- Monitoring,
- Management of personnel resources
- Management of administrative resources

**3. Attributes**

- Honest
- Efficient
- Effective

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|  | <ul style="list-style-type: none"><li>• Innovative</li><li>• Creative</li><li>• Approachable</li><li>• Cooperative</li><li>• Fair</li><li>• Professional</li><li>• Hardworking and dedicated</li></ul> |
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