

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Kiribati Audit Office (KAO)	
2. Position Title: Human Resource and Public Relations Officer	3. Salary Level: 9-7
5. Reports To: Auditor General	4. Division: Corporate Service Division
6. Direct Reports: N/A	
7. Primary Objective of the Position: To effectively coordinate and implement Human Resource Management Systems/Policies/Initiatives, and to enhance transparency and good governance through Public Relations.	

8. Position Overview	
9. Financial: There's no financial responsibility & accountability to the position unless delegated by supervisors. However, the position is required to undertake approved activities according to the approved budget.	10 Legal: No direct legal responsibilities, but the existing NCS, and internally developed policies such as Communication policy and the KAO code of Ethics.
11. Internal Stakeholders: a. Auditor General b. Deputy Auditor General c. SMM d. staffs To be referred to Manager: <ul style="list-style-type: none"> • Decisions requiring budget/funding of any activities • Major changes to the work plan affecting the whole unit's business plan. • HR policies implementation/ reviews 	12. External Stakeholders: a. PSO b. PSC c. MEHR d. Auditees e. stakeholders (local, regional and international) To be referred to Manager <ul style="list-style-type: none"> • Prior implementing activities/ roles, this position has to seek advice and approval. • Awareness plans

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<ul style="list-style-type: none"> • Leave plans. • Support/ assistance required from staff requiring overtime or have cost implications. • Media Releases approval 	
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> • KDP/KPA: • MOP Outcome: • Divisional/Departmental/Unit Plan: 	
<p>Key Result Area/Major Responsibilities</p>	<p>Major Activities/Duties</p>
<p>HR 1 Understand the strategic planning and execution of human resources on a national context and SAI-context</p>	<p>HR 1.1 Understand and be able to execute the public service human resource management in context.</p> <p>HR 1.2 Understand the alignment of HR Strategic alignment to SAI Vision & relevant legislations</p> <p>HR 1.3 Understand and develop the Human Resource Strategy and Operational Plans</p>
	<p>Performance Measures/Outcomes</p> <p>Understand and be able to execute the process of human resource management in the public service, including processes related to the Public Service Office (PSO) and the Public Service Commission (PSC) and the Ministry of Employment and Human Resources (MEHR).</p> <p>Understand and be able to align HR activities to vision and strategy of the SAI and to monitor the organization's performance against strategic goals.</p> <p>Understand and provide advice to staff on the country's labour laws and legislation, including the National Conditions of Service (NCS), to ensure fair and consistent benefit offerings to staff members in the SAI.</p>
	<p>Understand how the HR Strategy supports the implementation of the SAI's strategies, through HR activities such as:</p> <ul style="list-style-type: none"> • HR Planning

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<p>HR 2 Implement human resource management functions</p>		<ul style="list-style-type: none"> • Attraction and Recruitment, • Reward and Recognition, • Performance Management, • Training and Development, • Retention and Succession and • Staff Wellness.
	<p>HR 2.1 Understand and implement attraction and recruitment activities</p>	<p>Understand and implement attraction strategies and competency-based recruitment for recruitment, assessment, and induction of staff to ensure they have the appropriate knowledge, skills, and behavioural competencies.</p>
	<p>HR 2.2 Understand the importance of fair compensation/financial entitlements and initiate staff compensation.</p>	<p>Understand and be able to compensate staff in a manner that is fair, consistent, reflective of the external market, and considering both monetary and non-monetary incentives for good performances.</p>
	<p>HR 2.3 Understand and implement the staff performance assessment and process</p>	<p>Understand the process by which managers and staff work together to plan, monitor, and review staff's work objectives and overall contribution to the SAI. Knowledge of the process of consulting and assisting line managers in setting objectives, assessing progress, and providing on-going coaching and feedback to ensure that staff are meeting their objectives and career goals.</p>
	<p>HR 2.4 Assess and develop auditor competencies for succession and retention purposes through Training & Development and Training plans</p>	<p>Assess and develop skills and competencies of SAI professionals to improve productivity, staff moral and job satisfaction. Demonstrates an ability to deliver learning, training, or education programs by electronic means, e-g., computer or electronic devices and media.</p>

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		<p>Understand and implement succession planning practices and the ability to ensure that staff are recruited and developed in such a way that each key role within the SAI is filled.</p> <p>Understands and be able to retain staff with critical skills to ensure customer satisfaction, effective succession planning and establish a deeply embedded knowledge and skills base in the SAI.</p>
	<p>HR 2.5 Understand, develop and implement staff wellness planning</p>	<p>Understand, develop and implement staff wellness practices to ensure a holistic approach, considering the physical, spiritual, environmental, intellectual, emotional, occupational, and mental health of SAI staff.</p>
<p>HR 3 Ability to provide Human Resource administrative support functions</p>	<p>HR 3.1 Provide HR administrative support</p>	<p>Demonstrates an ability to provide administrative support to the HR function, e.g., correspondence generation, record keeping, file maintenance and updating of HR information systems</p>
<p>PR 1 Understand the strategic planning and execution of communication activities on a national context and SAI-context</p>	<p>PR 1.2 Understand the alignment of Communications Strategic alignment to SAI Vision & relevant legislations</p>	<p>Understand and be able to align PR activities to vision and strategy of the SAI.</p>
	<p>PR 1.3 Understand and develop the Communication Strategy and Operational Plans</p>	<p>Understand how the PR Strategy supports the implementation of the SAI's strategies, through PR activities such as:</p> <ul style="list-style-type: none"> • Managing International relations with KAO twinning partner (ACT Audit Office) and stakeholders such as (PASAI, INTOSAI, donors and international relations) • Facilitating communications with Public Accounts Committee and Parliament, media, Communities and the public.

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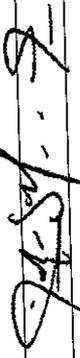
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	<p>PR 1.1 Understand and be able to execute communication activities in context.</p>	<p>Understands and communicates effectively with the public, media and stakeholders to increase public awareness of KAO role and reduce audit expectation gap. Understands and be able to use social media platforms to increase awareness on KAO role</p>
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<p>13. Key Challenges</p> <ul style="list-style-type: none"> • Working under pressure and meeting deadlines. • Working outside working hours when required • Awareness activities may result public speaking and reach out to communities and islands. 	<p>14. Selection Criteria</p> <p>14.1 PQR (Position Qualification Requirement): Education: Bachelor's degree in human resource management.</p> <p>14.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge <ul style="list-style-type: none"> ○ Human Resource Management – Basic Knowledge on human resource managing members of an organization and knowledge/ ability to engage in HR activities like recruitment, selection, employee development and other HR functions. ○ General Management concepts ○ Computer literate – Knowledge of basic computer programs / software such as Word and Xcel etc and the use of internet ○ Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. ○ Analytical Skills
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	<p>2. Skills:</p> <ul style="list-style-type: none">○ Time Management Skills – Manage several tasks and meet deadlines.○ Analytical skills – be able to analyze data whether a small or big data and interpret it.○ Business Communication skills – bin English, communicate professionally and write a good standard of English.○ Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times○ Monitoring/ Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. <p>3. Attributes</p> <ul style="list-style-type: none">○ Stress Tolerance, Cooperation, Self-Control, Concern for Others, Adaptability/Flexibility.○ Ability to work well with others
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