

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. -Ministry: Ministry of Tourism, Commerce, Industry and Cooperatives	3. Salary Level: L11-10/9-7	4. Division: Tourism Division
2. Position Title: Tourism Officer (Research and Statistics)	6. Direct Reports: Senior Tourism Officer (Research & Statistics)	
5. Reports To: Deputy Director of Kiribati National Tourism Office.		
7. Primary Objective of the Position: Assist in all Tourism Research and Surveys and entering and compilation of Tourism research and surveys results for analysis and reporting.		

8. Position Overview		
9. Financial: NIL	10 Legal: NCS, Kiribati National Tourism Development Strategy, SPTO PRTCBP, KNTO Tourism and Hospitality Workforce Development Plan	
11. Internal Stakeholders: STO (ET)/DDoT/DOIT To be referred to Manager: Undertake Tourism Research and Surveys that provide Tourism office and the Ministry with evidence required for reporting, analysis and implementations.	12. External Stakeholders: Government organizations/ministries (NSO, Immigration, Kiribati Customs Office) and Private sectors (Accommodation providers, Local shipping agencies) To be referred to Manager Provide all Tourism Research and Survey Statistics data collected for reporting and analysis to be used in Tourism planning for marketing and promotional development.	
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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<p>Tourism Research and Surveys</p>	<ul style="list-style-type: none"> - Assist Senior Tourism Officer (RS) in all Tourism Researches and Surveys - Entering and compilation of all tourism statistics data including visitor arrival by air and sea (cruise and yacht data). - Entering and analyzing of Visitor Satisfaction Survey (VSS) results - Analysing tourism data using the SPSS software - Assist Senior Tourism Officer (RS) to conduct TBIS and collect other information needed during the TBIS - Assist in the logistics prior TBIS conducted - Initiate Accommodation surveys in Tarawa and at the outer islands - Attend local, regional and international meetings, workshops and seminars on Tourism Research and Statistics. 	<p>Main duties are based on all Tourism Researches and Surveys.</p>
<p>Developing a visitor map</p>	<ul style="list-style-type: none"> - Collecting coordinates of tourism attractions, accommodations, transport routes and amenities - Develop a visitor map using the collected coordinates - Create a map using the different mapping tools. 	
<p>Other responsibilities</p>	<ul style="list-style-type: none"> - Assist other TAK's divisions on the research and survey needs - Work closely with other related government organizations such as culture division, ECD, Fisheries, etc in tourism related research and survey project. - Oversee the research and statistics Unit in the absence of the STO. 	

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14. Key Challenges	15. Selection Criteria
<p>The post holder is expected to work closely with all related government and private organizations and private sectors for all Tourism research and surveys for ease of collecting, processing, interpreting and analyzing of Tourism data.</p>	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree in Tourism Studies.</p> <p>Experience: N/A</p> <p>Prerequisite: N/A</p> <p>15.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge Fluent in both Kiribati and English language Knowledge and skills in MS Excel and MS Access & SPSS software. 2. Skills: Data collection & Analytical skills, creativity and social skills. Qualitative data research, communication skills. 3. Attributes: Excellent customer service Supporting and contributing to a team Ability to work after working hours.

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