

POSITION DESCRIPTION

1. Ministry: Maneaba ni Maungatabu			
2. Position Title: Assistant Committee Secretary	3. Salary Level: 12-11	4. Division: Committee Unit	
5. Report To: Clerk/Deputy Clerk	6. Direct Report: Committee Secretary		
<p>7. Primary Objective of the Position: To transcribe audio recordings of the committee proceedings, translate committee reports, and assist Committee Secretary with secretarial roles to support the Committee and its members as per the Committee's TOR.</p>			
8. Position Overview			
9. Financial: NIL	9. Legal: NCS Rules of Procedure		
10. Internal Stakeholders:	11. External Stakeholders:		
<ul style="list-style-type: none"> i. Committee Secretary ii. Committee members iii. Parliamentary Staff iv. Members of Parliament 	<ul style="list-style-type: none"> i. Cabinet Clerks ii. Ministries iii. SOEs iv. General Publics v. NGOs vi. Island Councils 		
12. To be referred to Committee Secretary:		14. Without referral to Committee Secretary:	
<ul style="list-style-type: none"> i. Transcribed minutes of Committee proceedings ii. Translated committee reports. iii. Assist in Producing and compiling Committee reports. iv. Assist in arranging Logistics for Committee's commitments. 		<ul style="list-style-type: none"> i. Committee briefing and inquiry transcription. ii. Providing audio recording during briefing and inquiry sessions of the Committee. iii. Preparing meeting places iv. Usher service to the Committee 	

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.

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<p>v. Annual leave vi. Overtime</p>		
<p>15. 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>Performance Measures/Outcomes</p>
<p>Translate committee reports from English to Kiribati.</p>	<ul style="list-style-type: none"> • Translate Committee report 	<p>Quality translated reports are complete on time before tabling reports to Parliament.</p>
<p>Transcript of Committee proceeding.</p>	<ul style="list-style-type: none"> • Produce transcription of Committee proceedings during all Committee meetings. • Keep /record daily minutes of Committee meetings in the absence of the Secretary to Committee. 	<p>Transcriptions of Committee proceedings are always available.</p> <p>Briefing and inquiry minutes of Committee proceedings are available to Committee Chairman and Secretary for report writing</p>
<p>Produce draft memos of the Secretary to Committee and Chairman.</p>	<ul style="list-style-type: none"> • Filing and Recording Ministries' submissions as per the Committee's inquiries. • Provide secretariat services to the Committee. 	<p>All Ministries' submissions can be retrieved to the Chairman and member of the Committee.</p> <p>Correspondences delivered to concerne organisations and individuals.</p>
<p>Collating of reports and Committees' transcriptions for Printing.</p>	<ul style="list-style-type: none"> • Sorting, printing and compiling of completed Committee reports and transcriptions to be tabled at every Parliament meeting. 	<p>Translated Committee reports are completed and available for drafting to all Committee members and the Committee Secretary.</p>

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<p>Provide secretarial and support services for the efficient operation of the Committee.</p>	<ul style="list-style-type: none"> • Produce copies of report to Members of Parliament • Assist in the preparation and logistics handling needed for every Committee's overseas and internal commitments. • Assist the Committee Secretary on any assigned tasks during Committee's meetings and out-of-base researches. 	
<p>Facilitation of the Committee's meetings, workshop and official functions.</p>	<ul style="list-style-type: none"> • Assist in organizing the Committee meetings. • Assist in preparing and organizing the Committee's workshops, hearings, and research. • Assist in other groundworks required by the Committee. • Provide usher service to the Committee from time to time. 	<p>Committee workshops, seminars, hearings, and other related functions are effective and productive.</p>
	<ul style="list-style-type: none"> • Other duties as may be directed by the Secretary to the Committee or the Deputy Clerk. 	
<p>16. Key Challenges</p>		
<p>Working late hours when Committee members need immediate assistance for their reports. Proper operating skills of recording machines for effective meetings. Immediate responses to Committee Secretary during Committee proceedings. Patience during Committee report production.</p>	<p>17. Selection Criteria</p> <p>17.1 POR (Position Qualification Requirement): Education: Must have a Diploma in Management, Sociology, History Politics, Law (LLB) Journalism or other related field. Must be proficient in Kiribati Literate Must have a certificate in Basic Computing Skills Must have A grade in English at Form 7 level</p> <p>Experience: Must have background experience in English-Kiribati translation</p>	

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<p>Must work in a tight schedule and environment. Responsive and patience. Assistive. Protocol and etiquette expertise. Excellence in effective filing system.</p>	
<p>Job Training:</p>	
<p>Prerequisite:</p>	
<p>17.2 Key Attributes (Personal Qualities): Polite Smart Patience Honesty</p>	
<p>Skills: Computer Literate (knowledge of FTR system is an advantage) Typing speed 80+ High proficiency in English Good listening skills Kiribati Writing literate</p>	
<p>Attributes Able to work outside working hours Very good sense of hearing Manage stress</p>	

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