



Ministry of Employment & Human Resource (MEHR) WORK-PLAN 2019



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FOREWORD:



I am delighted to present Ministry of Employment and Human Resources' Work-plan for 2019, which outlines the strategic visions and goals we have identified to help the Ministry to realize its full potential and better fulfil its mission to create, provide quality, industry driven and inclusive technical and vocational (TVET) programs to enhance work-force skills, productivity, employability, and to maximize decent work opportunities for I-Kiribati, nationally and internationally.

The process of formulating the Ministry's *Strategic Plan* 2019 was formulated during the end of year retreat in the Ocean Breeze Hotel in Tebero Village, Abaiang. The retreat has provided an opportunity to take stock on our achievements and successes and also on the challenges encountered.

This has prepared the team to determine our visions and future goals in the light of challenges ahead, and enabled the formulation of strategies for our development not only in response to changing needs but also as an active and participating ministry to drive intellectual, social and economic changes.

The strategic themes in the 2019 work-plan will assure strong commitment to achieve excellence, providing support and dedication towards the ministry's core functions which include the maximization of employment opportunities within Kiribati and abroad. We will be striving to train and educate our people so that they possess the right skills and knowledge that is on demand by both the domestic and international labor markets.

Equipping our people through trainings will improve our national employability in the labor market hence securing of jobs can be easier and the I-Kiribati can live a happy and healthy life. We cannot do this without the support from our national and international donor partners so we will continue to engage stakeholders and the community and work in partnership to find possible ways forward to deliver the best we can from the Ministry to the people of Kiribati.

The Ministry of Employment and Human Resources' Work-plan for 2019 is aiming to enrich the Kiribati Development Plan 2016-2019 by aligning its activities addressing the Key Priority Areas of Human Resources Development, Economic Growth and Poverty Reduction, and Governance and link them targets set in Te Motinnano, which also supports one of the priorities of the KV 20 focusing on the Wealth Pillar, Human Capital component.

As an employment-led Ministry we shall continue to engage with our existing employers who have assisted us in the past years to renew our relationships and commitments to advance the partnership we have enjoyed to new heights. Existing mechanisms we have in place to be reviewed to ensure they cater for changes as well as to empower work-force through capacity building trainings with ultimate aim for an effective and efficient service delivery.

Through engagement with the public we will better articulate, develop and communicate an identity consistent with our visions in order to facilitate the community in understanding our goals and recognizing our achievements.

In order to implement the Ministry Work-plan 2019, we need to develop an enabling environment in which our human, financial and physical resources are appropriately allocated and deployed to help us attain sustainable excellence in delivering and serving the people of Kiribati.

Similarly, the Ministry aims to maintain a world-class infrastructure in our very own Institutions such as Kiribati Institute of Technology and Marine Training Centre that supports our employment endeavours in a competitive labour markets in Kiribati and abroad.

The Ministry's Work-plan 2019 represents the concerted efforts of the Heads of Divisions and their Staff as well as stakeholders, whose valuable input has been incorporated in this document. Let me take this opportunity to thank all of them for giving us so much food for thought during the process of consultation and drafting of the 2019 Work-plan. I would like to thank, in particular, the Executive Management, Senior Management Team and Heads of Divisions for approving the 2019 Work-plan and ready to taking up the responsibility for overseeing and monitoring its implementation.

I am sure that, with the collaboration of our talented staff, and supporters, the goals we aspire to accomplish will in time translate into milestones of which we can be proud. By investing in the future of the Ministry of Employment and Human Resources, we are investing to build a better future for Kiribati.

I would like to invite you to join hands with us to help this fine and unique Ministry with its Divisions to maintain its characteristics whilst fostering its further developments. May I thank you heartily for taking an interest in the future of the Ministry of Employment and Human Resources and in particular the people of Kiribati we serve.

Te Mauri, Te Raoi ao Te Tabomoa.



Hon. Iotebwa Redfern

Minister and MP for Betio

MESSAGE FROM THE SECRETARY:



I wish to take this opportunity to express my heartfelt thanks with deep appreciation towards efforts made by the Ministry of Employment and Human Resources' Team for their contribution towards the completion of the 2019 work-plan.

The Ministry's Work-plan 2019 is an outcome of the Ministry's end of year consultation that was held at Ocean Breeze Hotel in Tebero, Abaiang and proves the great support and commitment of all the divisions of the Ministry of Employment and Human Resources.

The Ministry's work-plan for 2019 is aiming to implement activities that are of great priority to the Kiribati Development Plan 2016-2019. Ministry of Employment and Human Resources is a leading and supporting Ministry to Key Priority Areas namely KPA1: Human Resources Development, KPA2: Economic Growth and Poverty Reduction and KPA5: Governance.

Hence, it is formulated in a way that it can feed in to the KDP and also to specifically address issues that are being highlighted in "Te Motinnano" or Government Manifesto. A number of the issues are employment related such as the increase of unemployment rate, the scarce employment opportunity, to name a few, so to advocate, the workplan focuses on the need to build up the capacity of Human Resources in the country and to facilitate an enabling environment to secure jobs in both the domestic and international markets.

On the other hand, there is a Kiribati Vision for the next years which is known as our KV20. It is a long-term blueprint for the period 2016-2036 which aims to transform Kiribati into a wealthier, healthier and peaceful country and the ministry's workplan reflects achievable milestones that promotes this vision.

The Human Capital Development is one of the key priorities under the KV20 which aims to build the capacity of Kiribati nationals through education, academic trainings and vocational trainings. The trainings are well spelt out in the workplan by our two national training divisions; Kiribati Institute of Technology (KIT) and Marine Training Centre (MTC) given its great importance of developing a highly trained, productive and healthy I-Kiribati workforce that will greatly contribute in achieving a sustainable economic growth.

The Ministry of Employment and Human Resource Development's vision which is to provide a highly trained, productive, healthy sustainable and internationally competitive and employable workforce in Kiribati links well with the KV20.

The Ministry's Work-plan for 2019 encompasses contributions from all the Divisions of the Ministry such as the Administration Division, Labour Division, MTC and KIT and on this note, I wish to commend on the great collaboration between the ministry, our key donor partners, employers and the people of Kiribati through their Island Councils.

It is through this great partnership that the Ministry of Employment and Human Resources' Team have managed to develop and bring about a well-focused and achievable work-plan for 2019.

I acknowledge all efforts and contributions of the MEHR team staff. Your contributions and sacrifices towards the completion of the Ministry's work-plan for 2019 is very precious and I am confident that this year's work-plan will drive the Ministry of Employment and Human Resources to achieve its set targets and to grow into a stronger force with great team spirit that can serve and deliver precise services to the people of Kiribati.

My well wishes to all staff of the Ministry of Employment and Human Resources' Team in all your very important undertakings for the Government and the People of Kiribati, let be all the change in 2019.

Te Mauri, Te Raoi ao Te Tabomoa iaora nikabane.

Kam rabwa,



Tiene Tooki Kanoua (Mrs)

SECRETARY

MEHR Admin Section Work Plan 2019					1 YEAR TARGET																												
and Progress Reporting					January		February		March		April		May		June		July		August		September		October		November		December						
Post	Tsk No	Planned Activities	Action	Performance Indicators	1 Year Target	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Secretary and Deputy Secretary	1	Overseeing the operation of the ministry	1.1 Follow ups on on-going activities with HoDs & Admin officers	Timely completion of tasks or reminder to HoDs	Daily																												
	2	Monitoring and Coordinating of Programmes	2.1 Monthly monitoring of all divisional programmes	Implementation of programmes are on schedule	Monthly																												
	3	Evaluation of Programmes Progress	3.1 Monthly evaluation of divisional progress	Challenges & issues are timely addressed	Monthly																												
	4	Reporting to Cabinet	4.1 Submission of Progress Report against Te Motinano, KV20 and MSP to Cabinet	Cabinet information paper on MEHR's progress before every Parliament meeting	Three times a year																												
	5	Cabinet papers	5.1 Work in collaboration with HoDs & Admin officers on matters relevant for Cabinet's consideration	at least 4 papers per month	minimum of 48 Cabinet papers																												
	6	Routine tasks	6.1 Provide advice to HM 6.2 Provide guidance to HoDs and admin officers 6.3 Financial Management	no negative implication of advice new issues and challenges are effectively and efficiently addressed Efficient use of financial resources MEHR is financially operational until end of 2018	Daily Daily Daily																												
SAS	1	Staff list update 2018	1.1 All divisions to submit their staff list updates 2018 by 18 January 2018	Timely submission with e-copies produce	18-Jan-19																												
	2	Staff attendance	2.1 All staff attendance to be monitored by all divisions and reports of absenteeism to Admin for disciplinary actions	Timely/Efficient for Monitoring of Staff	Daily																												
	3	Positions Descriptions for vacant posts	3.1 All positions descriptions to be submitted on e-copies and hard copies for Vacancies that the Ministry has not yet updated with it.	Timely/Efficient for PDs of the Divisions Posts	12-Jan-19																												
	4	Vacancies to be filled	3.2 Proposals for New Posts and PDS submission to the Ministry 4.1 All vacancies within Ministry's post will be filled before the end of February 2018	Timely/Efficient submission to the Ministry Timely/Efficient of filling the vacant positions	7-Mar-19 January to February 2019																												
	5	Progress reports on SPA for all Staffs of MEHR	5.1 26 January 2019 for all SPA's to be submitted to the Ministry and forward to PSD by 31 January 2019	Timely/Efficient submission to the Ministry	#####																												
	6	SPA to be submitted August	6.1 end of July 2019	Timely/Efficient submission to the Ministry	27-Jul-19																												
	7	Vacant Post	7.1 2nd Half ER 2018 to be advertised	Timely/ Efficient submission to PSD	Jul-19																												
	8	Update of Staff list for 2019	8.1 Submission of stafflist for 2020	Timely/Efficient submission to the Ministry	Sep-19																												
	9	Induction Programme	9.1 Induction to new staff	Completed induction to all new staff	Monthly																												
	10	HM Weekly Meeting	10.1 Minister's Meeting	Weekly meeting minute taking	Weekly																												
	11	Contracts, HRD Plan, ER 2019, In-house Training	11.1 Relievers to be submitted to the Ministry from divisions 1 month before the end of the temporary and contracts extended	Atleast 1 month notice to Ministry before each contracts lapse	Monthly basis																												
	12	Support to MTCon administrative matters	Tasks assigned from time to time	Timely action on tasks	Daily																												
	13	Assist Work Relation	12.1 Assist ERHC process of regulation drafting with AG's office	Efficient drafting of regulation	Monthly																												
	14	MOP 2019	13.1 Complete and submit final MOP	Timely compilation and dissemination of MOP 2019	End of Jan																												
DS	15	Budget Compilation 2020	14.1 Submission of budget 2020	Timely submission of a correct and well prepared budget	Sep-18																												
			14.2 Divisional budget																														
			14.3 Supplementary/Pro Doc		When required																												
	16	Standard Operating Procedure	15.1 SOP for Account and Registry	Well defined Standard Operating Procedure	Feb-18																												
	17	Progress report of all Divisions	16.1 Gathering and Consolidation of progress report																														
	18	Support to Employment Unit to Strengthen the Performance of Workers Overseas	17.1 Issuance of reminders to workers & letters of apology to employers	Timely delivery of reminders/letters	When required																												
	19	Admin Staff Fortnightly Meeting	18.1 Fortnightly admin staff meeting	Timely fortnightly admin meeting	Fortnightly																												
	20	Staff Team Building	19.1 Monthly staff team building	Efficient team management	Monthly																												
	21	Assist Admin	20.1 Assist team from time to time	Efficient and timely action on tasks	When required																												
	22	Routine Tasks	21.1 Response to correspondences	Daily action on correspondences	Daily																												
			21.2 Cabinet paper	Timely submission of cabinet paper	When required																												
			21.3 Personnel matters	Timely action to personnel matters	Daily																												
		21.4 Ministry tasks from time to time	Timely action on tasks	Daili																													
22	Support to KIT on administrative matters	22.1 Tasks assigned from time to time	Timely action on tasks	Daily																													

MEHR REGISTRY WORKPLAN 2019

Responsible officer	Activity	Action	Report	Timeframe																																															
				JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE				JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
Registry 1 Bonrenga	Routine			W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4				
	Maintain the Bring up and put away of correspondences in their correct PF's	Daily	Report to OM Monthly																																																
	Maintaining the record of PF's Movement	Every Monday & Wednesday																																																	
	Keep Personal Files away in cabinets	Daily																																																	
	Recording and Despatching of PFs correspondences	Daily																																																	
	Creating of new PF's & Contract File for new recruits	When required																																																	
	Serving Customers at the front counter	Daily (refer to rooster)																																																	
	Answering phone calls in a courtesy manner	Daily (3 rings allowed)																																																	
	Circulating Flimsy	Every Monday																																																	
Registry 2 Tita Ataona	Maintain the filling of correspondences in their allocated files	Daily	Report to OM Monthly																																																
	Maintaining of File Movement	Every Monday & Wednesday																																																	
	Keep files away in cabinets	Daily																																																	
	Recording and Despatching of mails on Bairiki	Every Tuesday and Thursday																																																	
	Creating of new Files as advised by OM	When required																																																	
	Record and Update current files according to the new file index	End of the week																																																	
	Serving Customers at the front counter	Daily (refer to rooster)																																																	
	Answering phone calls in a courtesy manner	Daily (3 rings allowed)																																																	
	Circulating Flimsy	Every Monday																																																	
	Routine		of every schedule																																																
	Recording of Incoming Mails electronically	Daily																																																	
	Keep Updating & Maintain the Record of Leave Forms, Leave Balances	At the end of every week																																																	
	Entering of Fingerprint record	Every Monday																																																	
	Circulating of Attendance	Monthly																																																	
	Temporary appointments	When required																																																	
	Updating of File Index and PF Index	End of the week																																																	
	Maintaining Record of Fuel	When needed from Drivers																																																	

OM
Taretonga
Marea

Dealing with correspondences (vacancy clearance, work permit,	When assigned by Senior Staff
vat & exemption, temporary appointment, allowances etc)	
Monitoring of the Front Counter so that Customers attended properly	At all times
Ensure the Office furnitures & facilities are in good conditions	Daily
Non - Routine	
Set-Up at Storeroom	Start first week of Feb & complet b4 end of Feb
File Census	Jan & July
Work with MISE for Front gate drainage	3td week of Jan
Install of new phone connection with ATHKL	as soon as possible

Provide Report/Feedback to SAS at end

1 YEAR TARGET

[illegible]

[illegible]

[illegible]

# OF ACTIVITIES	ACTIVITIES	RESP OFFICER	ACTION	KPI	1 YEAR TARGET	IMPLEMENTATION																																																PROGRESS REPORT
						Jan				Feb				Mar				Apr				May				Jun				Jul				Aug				Sep				Oct				Nov				Dec				
						1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4									
1	Ministry Website	IT & HODs Iotaake	Respective Division contents New post uploading/updating Downloadable files Online job application																																																			
2	Network cable arrangement	IT	Toos to procure	Align with OHS Reduce latency	Non routine																																																	
3	Ncomputing L-Series	IT	To purchase new one for staff standby PC and maintenance backup (L350 recommended)																																																			
4	Antivirus	IT	Installation for new computers Configure update manually Centralize update definition on server		Monthly																																																	
5	Backup Photocopy machine	IT	Ricoh network machine awaiting for toners																																																			
6	Computer maintenance	IT	Backup and reformat Use recovery build in		Non routine																																																	
15	Computer & Internet troubleshooting	IT	Discover problem and solve it accordingly Note unsolved issues to find alternate solution		Routine																																																	
7	Windows and application updates	IT	To be set after working hours esp weekends Centralize data update on server *	1. Reduce slower performance of PCs	Monthly																																																	
8	Network drive Backup	IT	1 HDD external drive to be purchased (1/2TB) - offline backup Configure and purchase for online backup	1. Duplicate data	Monthly																																																	
9	Internet Connection	IT	Process invoice for 6 months Change connection from ADSL to a private net otherwise not to use 21097 as a switchboard		Twice a year																																																	
10	Access point full coverage	IT	UBNT Access point - upgrade		Non routine																																																	
11	Wireless Adapter	IT	For backup connection		Non routine																																																	
12	Power saver installation - backup	IT	UPS to purchase and installed		Non routine																																																	

13	Network switch upgrade	IT	Cisco switch recommended for modern routing - purchase	Non routine		
14	DHCP/DNS and Data backup Server	IT	Installation plus offsite backup	Non routine		
15	Broadband bonding	IT	Truffle lite product to aggregate multiple Internet Access	Non routine		
16	New Post - Assistant IT Manager	IT & Admin	Job description with Admin assistance To be submitted before deadline			

MEHR DRIVER, CHAUFFEUR & CLEANER 2019

Responsible officer	Activity	Action	Indicator	Timeframe																				Timeframe																			
				February				March				April				May				June				July				August				September				October				November			
				wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4				
Toabo	Routine																																										
	Maintenance and Service of Ministry Vehicles with PVU	1. GOV 165A	100% Complete																																								
		2. Secretary Vechicle																																									
	Cleaning Exterior and Interior of Ministry vehicles	1. Daily cleaning for GOV 165A																																									
		2. Three times a week for Secretary's vehicle																																									
	Overall Vehicle maintenance (once a week)	1. Checking of battery and brake fluid																																									
		2. Engine oil and coolant																																									
		3. Lightings and tires																																									
	Ministry official vehicle trips (tuesdays and thursdays)	1. Normal run deliveries																																									
	2. Inspection																																										
Chauffeur	Maintenance and Service of HM's vehicle with PVU	1. Checking of battery and break fluids	100% Complete																																								
	Cleaning Interior and Exterior of HM's vehicle (daily)	2. Engine Oil and coolant																																									
	Overall vehicle maintenance (once a week)	3. Lightings and tires																																									
	Routine	1. Dusting																																									
	Cleaning inside the Office	2. Daily sweeping and mopping																																									
		3. Wash paint of walls																																									
		4. Ceiling and tables																																									
		5. Window sills and louvers																																									
		6. All office equipments																																									
	Outside the office	1. Sweeping																																									
		2. Weeding or trimming of grass																																									
		1. Dusting																																									
	Toilets	2. Wash paint of walls																																									

Cleaner		3. Wash toilet bowls, sink, mirror etc	100% clean																																
		4. Refill of toilet papers																																	
		5. sweeping and mopping																																	
		1. Cleaning of all kitchen utensils																																	
	Kitchen	2. Cleaning of the fridge																																	
	Non - Routine	1. HM, Secretary, DS & EA rooms																																	
	Thorough cleaning of Rooms	2. Beereka, Tekotaake, Dir & Tomi rooms																																	
		3. SAS, Accounts, IT rooms & boardroom																																	
		4. Moataake, AS, Roiti, centre rooms & Registry																																	



1. LMIM UNIT																
Key Result Area	Activities	Indicator	Responsible Officer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. National Employment Registration	Validating vacancies and open for public registration.	No. of vacancies open for registration	ALO (SS Team)													
	Double Checking of screening result	Screening results validated.	SLO/O													
	Submission of Applications	Screening results submitted within 3 -5 working days after closing.	ALO													
2. Job Seeker (Placement) Service	Register and coordinate profiling of job seekers details	No. of job seekers registered.	ALO/CO (SS Team)													
	Provide a career counselling to job seekers (school leavers & tertiary outputs)	No. of job seekers counselled.	SLO/O/CO													
	Coordinate a pre-employment training for potential skilled workers (NCCEC)	No. of job seekers trained.	SLO/O													
	Provide a Job Placement Service	No. of job seekers employed.														
	Update a work ready pool and employment status of job seekers accordingly	Work ready pool categorised. Record entry and database updated	ALO/CO													
3. Apprenticeship Advisory Board	Seek confirmation on meeting schedules with Chair.	Meeting scheduled as advised by Chair	SLO/O/DoL													
	Prepare and organise a Board meeting.	Quarterly meetings convened as scheduled.														
	Provide a secretariat role to the Board	Minutes drafted and circulated.	SLO/O													
	Implement Board decisions	Follow up actions implemented.	SLO/O/ALO													
	Conduct a quarterly review of trainees list	A list of trainees reviewed and updated.	SLO/O & ALO (LD Team)													
4. Monitoring of Sponsored Students	Update list of sponsored students and communicate the decisions accordingly.	Sponsorship list up to date and well communicated to students, account division and other related parties.	SLO/O/ALO (LD Team)													
	Ensure student transport run as scheduled	Transport run as scheduled and recorded on log book. Payment made accordingly.														
	Timely payment of pocket money	Pocket money paid timely and recorded														
5. National Career Counseling and Employment Centre	Improve a career counseling and related services for job seekers (drafting CVs, etc)	Service delivery improved/queries attended well and promptly	SLO/O/ALO/CO													
	Create posters, brochures on the services of NCCEC, TVET entry requirement, etc.	Posters and Brochures created	SLO/O/ALO/CO													
	Develop a national job guide.	At least one employment sector developed.	SLO/O/ALO/CO													
	Establish job seeker database	Job seeker database developed														
	Administer a work experience scheme	No. of job seekers engaged.														
6. Anti Drug & Alcohol Committee	Seek confirmation on meeting schedules with Chair.	Meeting scheduled as advised by Chair	SLO/O/DoL													
	Prepare and organise a meeting.	Quarterly meetings convened as scheduled.														
	Provide a secretariat role to the committee	Minutes drafted and circulated.	SLO/O (LMI)													
	Implement Board decisions	Follow up actions implemented.														
7. Labour Mobility Working Group	Seek confirmation on meeting schedules with Chair.	Meeting scheduled as advised by Chair	SLO/O/DoL (LD team)													
	Prepare and organise a meeting.	Quarterly meetings convened as scheduled.	SLO/O													
	Provide a secretariat role to the committee.	Minutes drafted and circulated.	LO													
	Implement LMWG decisions	Follow up actions implemented.	SLO/O/ALO													
8. Foreign Employment Research & Promotions	Develop or revise marketing materials	Number of marketing materials developed/revise	SLO/O (LD team)													
	Implement official fact-finding/strategic marketing missions.	Fact-finding and marketing missions implemented	DOL/SLO / LO													
	Engage the private sector to identify and secure foreign employment opportunities.	Private companies and oranzation engaged.														
	Work with employment/recruiting agencies to market capacity of skilled workers.	Recruiting agencies engaged in marketing missions.														
9. Press Release & Awareness Programs	Compose and coordinate press release/awareness	News published/advertised regularly	LO													
	Provide awareness on the services of LMIM Unit/NCCEC.	Radio programs conducted	SLO/O													
	Conduct outer island awareness campaigns on the benefits of TVET, marketing issues/qualities of I-Kiribati, alcohol and drug issues.	Awareness programs conducted.	LMIM team													
	Provide regular reports on the performance of overseas worker accordingly	Overseas Workers underperformance reports provided.	SLO/O													
10. Promoting Institute output	Attract local employers to recruit through the services of the NCCEC.	No. of job seekers employed locally.	SLO/O													
	Work closely with employer organization/private sector to promote the services of NCCEC.	No. of employers engaged with NCCEC.	SLO/O													
11. Labour Market Information & Programs	Implementation of the centralized database for data collection. Work closely with donor partner which is IOM	Labour Market Information System established.	SLO/O (LD)													
			SLO/O/DoL													
		Objectives & milestones of project met and implemented on schedule (IOM)														
12. Securing new market.																

Marshall Island	Pursue employment in RMI-PII- through follow-up on MoU	MoU signed/Workers mobilized	DoL/SLO/LO												
Canada	Promotion to potential employers (tourism sector) and explore small scale agreement. eg. Canadian International Training and Education Corporation (CITREC), NAIT etc.	Partnership MoU formulated													
Cook Island	Communicate with potential employers on hospitality sector- Edgewater Resort, Land-Holdings (construction&fisheries)	Number of employs secured.													
	Monitor of Pearl divers performance through communication with employer and workers	Complaints resovled													
FSM	Explore potential job opportunities	Onshore employment secured													
Contruction sector/NZ	Promotion to potential employers (after review of pacific migration visa -2019)														
13. Fisheries Recruitment	Follow-up on communication to pursue Japan (JITCO) & Taiwan onshore employment opportunities	Suitable candidates identify	SLO/LO/ALO												
	Identify potential candidates in line with Sealord's criteria.	Workers deployed on time													
	Workers Preparation	Prompt communication													
14. Seafarers Recruitment	On going communication	Suitable candidates identify	SLO/LO/ALO												
	Identify potential candidates in line with Swire/Nordic criteria.	Workers deployed on time													
	Workers Preparation	Prompt communication													
2. EMPLOYMENT UNIT															
Key Result Area/Responsibilities	Activities	Indicator	Responsible Officer	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
1. RSE, SWP & PLS Recruitment Preparation	STEPS:														
	a) Pre selection process	Criteria clarified for every notification received	SLO, LOs, ALOs												
	b) Final Recruitments	Criteria clarified for every notification received	SLOs, LOs												
	c) Travel logistics (passports, medicals, visas etc)		LOs/ALOs												
	d) Pre-departure briefing		LOs, ALOs												
	e) Communication with workers on field	zero error & delay/errors and delays rectified	ALOs												
	f) De-briefing with workers upon arrival	Report on issues compiled for every de-brief	LOs/ALOs												
	g) One-on One Interview		LOs												
2. PLS Data entry	i) Data entry - 1000s data to be entered	All data entered	ALO, Work attachees												
	ii) Data entry for new intake - 2nd round of recruitment	All data entered	ALOs												
3. PLS 2nd round of recruitment	i) PLS 2nd round of intake		SLO/LO David David/Anny Anny												
	ii) Allocate dates for English Testing & Announcements														
	iii) Names and English Testing dates put up at notice board														
	iv)Arrange work-attachment program and English Training for Canidates														
4. Work Ready Pool Preparation RSE and SWP Pacific Labour Scheme															
	English Training		LO/ALO and ESS												
	Fitness Testing		ALO and MWYSA (Sport division)												
	Cross-check of TB cases with DOT		SLO/LO												
	Police/Character check for all RSE/SWP applicants		LO/ALO												
	English Test		LO/ALO and ESS												
	Pre-interview (100 interviewees per month)		SLO/LOs												
	Special English Training (skilled people with weak English)		LO/ESS												
	Police and Character check for all PLS applicants		LO/ALO												
5. Development of Policies	i) Development of "NO ALCOHOL POLICY" for all workers	Policy created	DoL/SLO												
	ii) MEHR (EU) condition/contract for all workers before departure and while on assignment;(e.g. pre-selection, Affair Issues, Last minute withdrawal of Offer, Early returns and incomplete contracts, terminated workers)	Policy created	DoL/SLO												
	iii) Development of "Bond Agreement" for all workers before departure	Policy created	DoL/SLO												
6.PLS Task force	i) Development of PLS taskforce to strengthen pre-screening process and fast track preparations	Task force established	DoL/SLO/LO David												
	ii) Task force meeting														
7. Strengthening relationship to increase numbers with existing and prospect Employers - Strengthening relationships - Marketing and feedback monitoring															
	i) Regular communication with existing employers - seeking feedback on workers performance etc	strong relationship retained and issues addressed promptly	SLO/LOs												
	ii) On-going communication with workers (team leaders) on field & sending of e-local news papers for motivational purposes	Issues identified and addressed promptly	LOs/ALOs												

	iii) On site monitoring visit to strengthen relationship with Employers and improve worker's performance	Strong relationship and issues addressed promptly	DoL/ALL														
	v) Leading new team (RSE, SWP and PLS new employer) to coach the workers for the first 3-6 months	New group performed and acquired the techniques to work fast	SLO/LOs and ALOs														
	iv) On-going improvement of our processes to ensure workers are of quality (Word of mouth)	Robust process maintained	DoL/ALL														
	vi) Communicating to potential employers within RSE, SWP and PLS	At least two new employers secured	SLO/LOs														
8. Seasonal & PLS Workers remittance	i) Arrange with ANZ Bank a monthly remittance from seasonal and NAWPP workers	Superannuation and remittances automatically remitted on monthly basis	SLO/LOs/ALOs														
	ii) To work with MFED on average remittance/revenues from seasonal and NAWPP workers to reflect next year	Revenues reflected in Gov't budget	SLO/LOs														
9. Customer Service	i) To monitor and ensure that all EU related complaints/issues	Complaints settled within 3 days	SLO														
	ii) To have spreadsheet/register of all EU related complaints that	Complaints register created	ALL														
10. Domestic Awareness Program	i) Awareness to Island Councils - Improving pre-selection at Island Council level	Awareness conducted/zero unresolved complaints	SLO/LOs														
	ii) Radio Awareness	Awareness conducted	SLO/LOs														
11. Report to Island Councils	i) Quarterly report to Island Councils	Update reported	LO														
	ii) Urgent reports if required	Update reported	SLO/LOs/ALOs														
	iii) Implementing MoU penalties	Timely report and action	SLO/LO														
12. RSE Website & Database entry	i) Regularly updating website	Updated website	SLO/LOs														
	ii) Database entry and updating	Updated and active database	ALOs														
13. Monitoring of RSE revolving funds	i) Recovering of seasonal workers and NAWPP outstanding	Outstanding are cleared	SLO/ACC														
	ii) Changing of authorized signatory for MEHR RSE Account in New Zealand Bank	Authorized signatory updated	SLO/ACC														
	iii) Transfer of funds from RSE New Zealand Account to Gov't Account	Funds transferred	SLO/ACC														
	iv) Request for increase of revolving fund	Funds injected in Revolving fund	DOL/SLO/ACC/MFED														
14. Monitoring of activities for RSE Liaison Officer	1) Assess performance of Liaison Officer according to workplan and signed contract	Number of new workers/employers increased	DOL/SLO														
	2) Review and settle payment of claim	Claim settled promptly	DOL/SLO														
15. Marketing to new sectors-Construction	3) Promotional activity to potential employers (awaiting NZ policy review on pacific migration visa -2019)	new employer secured	DOL/SLO														
3. WORK RELATIONS UNIT																	
Key Result Area/Responsibilities	Activities/Action	Indicator	Responsible Officers	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1. EIRC & WC Awareness, Consultation & Workshops i.e Principal Legislations & its amendments and relating Regulations or Guidelines	Employers Consultation	Consultations Conducted/Queries Addressed	SLO & LO (1)														
	Employees Consultation	Consultations Conducted/Queries Addressed	SLO & LO (1)														
	Gov't Bodies Consultation	Consultations Conducted/Queries Addressed	SLO & LO (1)														
	Gov't Employees Consultation	Consultations Conducted/Queries Addressed	SLO & LO (1)														
	Outer Islands & Xmass Consultation	Consultations Conducted/Queries Addressed	SLO & LO (1)														
	Trade Union Consultation	Consultations Conducted/Queries Addressed	SLO & LO (1)														
	Employers Organization Consultation	Consultations Conducted/Queries Addressed	SLO & LO (1)														
	Contracted Services Consultation	Consultations Conducted/Queries Addressed	SLO & LO (1)														
	Recruiting Agencies Consultation	Consultations Conducted/Queries Addressed	SLO & LO (1)														
	Council Bodies Consultation	Consultations Conducted/Queries Addressed	SLO & LO (1)														
2. Inspection in accords with Schedule	Ministry Website & Labour Laws	Website is updated regularly	LO (1) & ALO														
	Radio Awareness South Tarawa & Xmass	Radio Awareness aired regularly for South Tarawa	LO (1) & ALO														
	Private Companies Inspection	Inspection Conducted according to Schedule	SLO & LO (2)														
	Government Ministries Inspection	Inspection Conducted according to Schedule	SLO & LO (2)														
	Contracted Services Inspection	Inspection Conducted according to Schedule	SLO & LO (2)														
	Vessel Inspection	Inspection Conducted on arrival	SLO & LO (2)														
	Kava Bars & Night Club Inspection	Inspection Conducted according to Schedule	SLO & LO (2)														
	Record Numbers of Employees	Employees Recorded	SLO & LO (2)														
	Serve Demand Notice	Demand Notice Served	Registrar/SLO														
	Serve Spot Fines	Spot Fines Served	Registrar/SLO														
3. Labour Laws & Regulation review	Refer Business/Organization for Prosecution	Businesses/Organizations Prosecuted	Registrar/SLO														
	Adoption of Administrative Regulation	Regulations Adopted	Registrar/SLO														
	Adoption of EIRC regulation for Hazardous Works		Registrar/SLO														
	Adoption of EIRC regulations for Light Works		Registrar/SLO														
	Adoption of a Guide to recruit Fishers & Seafarers		Registrar/SLO														
	Adoption of draft regulation for S.77 of EIRC		Registrar/SLO														
	Amendment of Workmen Compensation Act, 1977	Amendment Bill Tabled	Registrar/SLO														

4. Government on ILO ratified Conventions	Seafarers ID Document Convention		SLO & LO (1)															
	Submission of subsequent Report on C105: (2018)		SLO & LO (1)															
	Submission of subsequent Report on C138: (2018)		SLO & LO (1)															
	Submission of subsequent Report on C182: (2018)		SLO & LO (1)															
	Submission of subsequent Report on MLC		SLO & LO (1)															
	Submission of Report for Unratified Convention		SLO & LO (1)															
5. Monitoring of Recruiting Agencies	Ratification of tripartism convention	deposit of ratification with DG	DOU/SLO															
	Registration of new recruiting agencies	No of R/agencies registered	SLO & LO (2)															
	Reviewing of agencies prior license condition	No of R/agencies reviewed	SLO & LO (2)															
	Renewal of Licenses	License renewed	SLO & LO (2)															
	Annual MLC, 2006 Audit to Seafarers Agency	All Recruiting Agencies audited	SLO & LO (2)															
	Submission of 1st Quarter report	quarterly report submitted	ALO															
	Submission of 2nd Quarter report	quarterly report submitted	ALO															
	Submission of 3rd Quarter report	quarterly report submitted	ALO															
	Submission of 4th Quarter report	quarterly report submitted	ALO															
	Training of Recruiting Agencies on PDT conduct	Training completed	Registrar/SLO															
	Recruiting agencies to conduct PDT	PDT completed	LO (2) & ALO															
6. Decent Work Advisory Board (DWAB)	Record of crews working with registered agencies	Records updated	ALO															
	1st Quarter meeting	meeting convened as scheduled	Registrar/SLO/LO (1)															
	2nd Quarter meeting	meeting convened as scheduled	Registrar/SLO/LO (1)															
	3rd Quarter meeting	meeting convened as scheduled	Registrar/SLO/LO (1)															
	4th Quarter meeting	meeting convened as scheduled	Registrar/SLO/LO (1)															
	Record of Meetings to be documented	Records updated	Registrar/SLO/LO (1)															
7. Trade Union & Employers Organisation Registration	Registration of trade unions & employer organizations	No of newly TU & EO registered	LO (2) & ALO															
	Submission of TU's audited account report to Registrar	A/account submitted	LO (2) & ALO															
	Determination of inactive unions	No of inactive TU identified	LO (2) & ALO															
	Monitoring & Coordination of TU & EO priorities with ILO	TU & EO priorities monitored	LO (2) & ALO															
	Records of Registered Trade Unions & EO	TU & EO recorded	ALO															
8. Capacity Building	Training on collective bargaining from ILO(subject to ILO's priorities & funding)	skills/knowledge boosted	All															
	Training on labour inspection(subject to ILO's priorities & funding)	skills/knowledge boosted	All															
	Training on Employment dispute (develop prodoc)	skills/knowledge boosted	All															
	Training on Database	skills/knowledge boosted	All															
	Training on MLC, 2006 audit	skills/knowledge boosted	All															
9. Employment Dispute	Determine relevant disputes Individual & Union	Dispute settled	Registrar/ LO (2)															
	Recording & update of database	Disputes all recorded & updated.	LO (2)															
10. Banaba Phosphate Compensation	Ensuring disclaimer forms provided to relevant claimants	All claims given disclaimer form and settled	LO (2)															
	Record claims given disclaimer forms	Disclaimer forms recorded	ALO															
11. Workmen Compensation	Endorsement of Agreed claim between Employer & Employee	Relevant claims endorsed	LO (1)															
	Recording of accidents or death (work related)	All claims recorded	ALO															
12. Complaints/Customer Service	Receive Complaints from public	Complaints addressed promptly	LO (2)															
	Recording of complaints	Complaints recorded regularly	ALO															
4. OSH UNIT																		
Key Result Area/Responsibilities	Activities/Actions	Indicator	Responsible Officer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec			
1.OHS Awareness	Private Companies/Employer	Awareness completed/queries addressed	OHS P/OHSInspector															
	SOEs	Awareness completed/queries addressed	OHS P/OHSInspector															
	Government	Awareness completed/queries addressed	OHS P/OHSInspector															
	Workers	Awareness completed/queries addressed	OHS P/OHSInspector															
	Public	Awareness completed/queries addressed	OHS P/OHSInspector															
2.OSH Awareness in Xmas Island	Awareness workshop on OHS Act Amendments	Awareness workshop convened	OSH P															
	Implementation of OHS Act and Regulations through Inspection (Government, SOE's, Private Companies) in Xmas Island	Awareness successfully conducted/ complaints settled promptly	OSH P															
3.Finalised OHS Regulations	Work with AG's office to finalized Regulations before approved by HM	Draft regulations finalized and approved	OSH P															
	Consult with DWAB Committee and Technical Committee	Consultation with committee members convened before regulations approved by HM	OSH P															
4.OHS Technical Working Group	MHMS - accident and injury reporting	Consultation with technical member committee convened	OSP/OHS Inspector															
	MELAD (ECD) - Housekeeping and Cleanness	Consultation with technical member committee convened	OSP/OHS Inspector															
	MISE - Quality of buildings (Construction)	Consultation with technical member committee convened	OSP/OHS Inspector															
	Inspection of companies at TUC	Inspection done/ issues rectified promptly	OSP/OHS Inspector															
5.Enforcement and Compliance	Inspection of companies at BTC	Inspection done/ issues rectified promptly	OSP/OHS Inspector															
	Inspection of companies on Outer Islands	Inspection done/ issues rectified promptly	OSP/OHS Inspector															
	Recording of OHS related Accident reported	Accident recorded	OSP/OHS Inspector															
6.Data Entry/Database	Regular monitoring of inspection activities in line with schedule	Progress is on-track	OSP															
7. Inspection monitoring																		

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School of Applied Technology Lecturers Work Plan 2018						1 YEAR TARGET																																															
and Progress Reporting						January				February				March				April				May				June				July				August				September				October				November				December			
Post ER	Task No.	Planned Activities	Action	Performance Indicators	1 Year Target	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
Tabaeko Kanitio	1	Planning and delivery of trade/automotive classes	Deliver effectively to objectives and expectation	Student numbers are retained in timetabled classes.	Daily																																																
	2	Assess student work	Result to be completed and endorsed by QTLT	Course results are provided to administration personnel and updated in a timely manner.	Termly																																																
	3	Training in delivery and assessment strategies to engage and promote student learning.	New staff to engage with in house PDs	Student numbers in classes are retained and an increase in successful completion rates.	Termly																																																
	4	Development and implementation of changes to the Automotive curriculum to reflect continuous improvement.	Update TAS to the new training package	Increase in trade/Automotive competency using student benchmarks.	1-Jan-18																																																
	5	To assist the <i>Head of School of Applied Technology</i> in innovative and creative program development in trade/Automotive studies.	QTLT meetings and SLT meetings review	New initiatives implemented	Termly																																																
	6	To maintain student records in confidential and timely manner.	Carry out Moderations and Validation	Student Record Management System provides for accurate and timely resulting of student results.	Termly																																																
	7	Time is allocated for student consultation to meet individual needs.	Report issues to Student support officer	Timetable of staff clearly indicates allocated student consultation time.	weekly																																																
	8	To carry out other duties as directed by the Director or Head of School.	work in a team to help each other	Willing to contribute to organizational key objectives in collaborative manner.	Daily																																																
Butonga Maninraoi	1	Planning and delivery of trade/automotive classes	Deliver effectively to objectives and expectation	Student numbers are retained in timetabled classes.	Daily																																																
	2	Assess student work	Result to be completed and endorsed by QTLT	Course results are provided to administration personnel and updated in a timely manner.	Termly																																																
	3	Training in delivery and assessment strategies to engage and promote student learning.	New staff to engage with in house PDs	Student numbers in classes are retained and an increase in successful completion rates.	Termly																																																
	4	Development and implementation of changes to the Automotive curriculum to reflect continuous improvement.	Update TAS to the new training package	Increase in trade/Automotive competency using student benchmarks.	1-Jan-18																																																
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	6	To maintain student records in confidential and timely manner.	Carry out Moderations and Validation	Student Record Management System provides for accurate and timely resulting of student results.	Termly																																																

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and Progress Reporting

June	July
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School of Nursing and Health Lecturers Workplan 2018
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**KIT School Work Plan 2018- Facility staff
and Progress Reporting**

1 YEAR TARGET

and Progress Reporting					January				February				March				April				May				June				July				August				September				October				November				December			
Post ER	Task No.	Planned Activities	Action	Performance Indicators	1 Year Target	1	2	3	4	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4								
Teirannau Tebwatoa (Security2)	1	To make sure the gates are open and locked at appropriate times	daily schedule	On time opening and locking of gate	Daily																																															
	2	To guard the campus from breaking in	secure the campus	No break in	Daily																																															
	3	To monitor moving in and out of people	log book entry	Visitors entry card is carried	Daily																																															
	4	To stop people who are under the influence of alcohol from going in the campus	restrict area for drunken people	Drunken people are stopped	Daily																																															
	5	To check offices are locked after work	regular check	Equipment is secured	Daily																																															
	6	To keep a log of a day	sum up entry log	Log book is updated	Daily																																															
	7	To keep the campus facilities from damage	secure the area	Facilities are secured	Daily																																															
	8	To check and report the broken fence	fill in maintenance request form	Fence is repaired	when required																																															
	9	To carry out other duties as specified by the Office Manager or Deputy Principal	work in a team	Other duties are accepted	when required																																															



MTC Workplan 2019

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