

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Public Service Office	3. Salary Level: 4	4. Division: Administration Cadre
2. Position Title: Deputy Secretary	6. Direct Reports: Secretary	
5. Reports To: Secretary		
7. Primary Objective of the Position: To ensure that the Ministry enhances and sustains a quality service to all clients and that the MOP objectives are archived within budget so as to contribute to the achievement of Government goals and objectives.		

8. Position Overview	10 Legal:
9. Financial:	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Staffs • Donors (Ausaid/NZ/others) • PSC • Board members <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Budget Preparation • MOP preparation and progress report • Posting of Registry Staff • Personal matters related to NCS • Preparation of Cabinet Papers 	12. External Stakeholders: <ul style="list-style-type: none"> • All Ministries • SOEs • KANGO • KCCI • Public (customers) <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • MOP preparation and progress report • Personal matters related to NCS • Budget • HRM framework

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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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
Customer Service (Client Service)	Provide advice to technical officers of the Ministry of Administration requirements, including budget and planning requirements. Implement administration for the Ministry to ensure MOP requirements are met through preparation of Cabinet papers, briefings, and discussion papers.	Accurate advice is provided within two days of request. All Ministry Administration is accurate and completed on time.
Strategic Planning and Reporting	MOP preparation Progress report on achievement of MOP activities	Completed and submitted on time Progress reports completed and submitted to NPO on time Vote transfers are actioned as required by Divisions/Vote Managers.
People Management	Authorize expenditure Develop HRM framework for the Ministry under the advice from the Secretary	All PV/LPO actioned within 1 day of receipt, in accordance with delegation and financial regulations Accurate and timely submissions in line with the HRM framework for the Ministry.

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<p>10. Key Challenges</p> <ul style="list-style-type: none"> A key challenge of the post is leading and coordinating administration activities of the Ministry to ensure that technical staff can perform their roles effectively. This may include providing advice to technical staff on administrative matters. 	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education: Postgraduate qualification Experience: 5 years relevant work experience at senior management level or 7 years relevant work experience at middle management level.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> Customer and Personal Service Administration and Management Personnel and Human Resources <p>2. Skills:</p> <ul style="list-style-type: none"> Speaking: Talk to others to convey information effectively Active Listening Social Perceptiveness Monitoring Critical thinking Learning Strategies Negotiation Persuasion <p>3. Attributes</p> <ul style="list-style-type: none"> Efficient Effective Innovative
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	<ul style="list-style-type: none"><input type="radio"/> Creative<input type="radio"/> Approachable<input type="radio"/> Cooperative<input type="radio"/> Fair<input type="radio"/> hardworking and dedicated<input type="radio"/> sharing<input type="radio"/> interested in meeting people
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