

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

- 1. Ministry: PSO
- 2. Position Title: Senior Assistant Secretary
- 3. Salary Level: L6-5
- 4. Division: Administration, All Ministries
- 5. Reports To: Secretary
- 6. Direct Reports: Assistant Secretary
- 7. Primary Objective of the Position:
To ensure that the Ministry enhances and sustains a quality services to all clients and that the MOP objectives are achieved within budget allocations in order to contribute to the achievement of Government goals and objectives

8. Position Overview

9. Financial: \$50,000

11. Internal Stakeholder: HODs within the Ministry, Common Cadre Staff, Admin Officers.

To be referred to Managers: follow up on training matters, submission of training project proposals, consult on Administrative or HR matters related to their areas

10. Legal: NCS, Financial Regulations, Record Act

12. External Stakeholder: Admin Officer's in line Ministries
To be referred to Manager: Budget, MOP and Progress Report, Proposals

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- o KDP/KPA:
- o MOP Outcome:
- o Divisional/Departmental/Unit Plan:
- Key Result Area/Major Responsibilities
- Major Activities/Duties
- Performance Measure/Indicator

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.

**GOVERNMENT OF KILIKRAH II
POSITION DESCRIPTION**

<p>Ministry Administration</p>	<p>Allocation of resources (transport, computers) Monitoring of Ministry recurrent budget Preparation of MOP progress reports Answer staff queries on entitlements and responsibilities Assist the Secretary in all Ministry administration</p>	<p>Staff queries accurately answered within 2 days of receipt Ministry administration is accurate, timely and in accordance with NCS, financial regulations and GOK Policy and procedures. Personnel Management is accurately dealt with in line with public service Human Resource Management practices and systems</p>
<p>MOP and KDP implementation</p>	<p>Coordinate the development and submission of project proposals to achieve the MOP and KDP goals Supervise the implementation of approved projects, including budget expenditure and acquittal</p>	<p>All identified activities have project proposals submitted Amendments required by NEPCO are attended to within 2 weeks of advice by NEPCO Project reports and funds acquittals are submitted on time</p>
<p>HR Management Framework implementation</p>	<p>Assist the Secretary in the implementation of the HR Management framework in the Ministry</p>	<p>People management is accurately dealt with in line with the Ministry HR Management framework</p>

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10. Key Challenges

A key challenge of the post is 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.

At peak work times, additional working hours may be required to meet deadlines. Overtime is not payable.

The post is occasionally required to liaise with Central Agencies and have ESCO and Finance to ensure that the Ministry complies with all policy and procedural requirements.

11. Selection Criteria

11.1 POR (Position Qualification Requirement):
Education: Graduate degree in Management/Public Administration plus related fields as follows; Degree in Economics/Accounting/Sociology/History/Politics/Industrial Relations/Human Resource Management

Experience: 3 year's post degree work experience at middle level (11.1 10/9-7) involving administration or HR management and supervision of staff or project management or must be Assistant Secretary Class 4 with at least 3 year experience in that position

11.2 Key Attributes (Personal Qualities):

1. Knowledge: to deal with letters on straight forward personnel issues, implementations of NCS conditions, project reports, Cabinet paper, training proposal for Ministry staff

2. Skills: Good oral and written communication skills, Strong organizational skills, presentation skills and attention to detail, ability to plan your own work, work on your own initiative and meet deadlines, project management skills, ability to manage pressure and conflicting demands and prioritise tasks and workload

3. Attributes: a pleasant, confident telephone manner, teamwork, reliability and honesty, ability to lead, motivate and supervise staff

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