


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: Ministry of Line & Phoenix Islands Development | 3. Salary Level: L13-12/11-10 | 4. Division: Headquarter |
| 2. Position Title: Executive Assistant | 6. Direct Reports: | |
| 5. Reports To: Secretary | 7. Primary Objective of the Position: Ensure efficient and quality secretarial services supporting the enhancement of the Minister's and Secretary's role so as to contribute to the achievement of Secretary's goals and objectives in line with the Government policy. | |

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| 8. Position Overview | |
| 9. Financial: | 10 Legal: NCS, OSH Act |
| 11. Internal Stakeholders: Secretary MLPID Staff To be referred to Manager: 1. Confirmed bookings 2. Issues as delegated by the Secretary/OIC Without Referral to Manager: | 12. External Stakeholders: In line EAs from all other Ministries MLPID Customers Other Ministries, Agencies, NGOs, Community To be referred to Manager |


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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| Approved by:  | Date of Issue: |
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| <ol style="list-style-type: none"> 1. Extraction of items concerned to that Ministry from Cabinet minute and CPF for the Minister, Secretary or the OIC perusal 2. Filing of CPF and Cabinet documents (confidential matters) 3. Frontline customer service officer screening calls and booking of appointments with the Secretary. <p>After Consultation with managers or others</p> <ol style="list-style-type: none"> 1. Arrange travelling bookings and itinerary with protocols for the Minister, Secretary or the OIC. 2. Dissemination of information as instructed by the Secretary or the OIC 3. Prudent management and filing of confidential matters such as; Cabinet minutes, DCC meetings, Secretaries Meeting Minutes. Maintain quality customer service including self-professional appearances | | |
| <p>13. 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> |


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| <p>1. Profession secretarial services(to the Minister, Secretary/OIC)</p> | <p>1. Screening and dissemination of incoming calls to appropriate officers. 2. Arrange travelling bookings and itinerary</p> | <p>Efficient and accurate selection of issues for the Secretaries concern Resourceful and efficient and to provide clear and thorough details or concerns for the trip to avoid disruptions</p> |
| | <p>3. Arrange for and provide protocol services to the Minister Secretary/OIC and his or her client. 4. Draft confidential correspondence for the Secretary/OIC</p> | <p>To satisfactorily provide professional and quality service to avoid any complaint To be professionally accurate and reliable in order to alleviate the Minister, Secretary's/OIC's load To be completed and submitted on time</p> |
| <p>2. General administrative and registry services</p> | <p>1. Extraction of all issues of concerns from the minutes of the Executive meetings inclusive of but not limited to; Cabinet meetings, Secretaries meeting, Developments Coordinating Committee, Head of Departments meeting etc. Facilitate Parliament Oral Questions and Written Questions and Motions to Secretary and Senior Officials</p> | <p>Efficiently extracted and submitted to the Minister or Secretary/OIC</p> |

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| | | <p>2. Distribution and following up on tasks delegated by the Minister, Secretary/OIC</p> <p>3. Prudent management, monitoring and filling of all documents with special attention to any highly classified and confidential documents</p> | <p>Timely parliament responds submitted to OB during Parliament sessions.</p> <p>Accurate distribution and prompt following up of tasks as per delegation with regular progress reports to the Secretary/OIC</p> <p>Total control of all issues concerned to the managing, monitoring, filing and protection of all documents charged with for efficiency and confidentiality.</p> |
| 3 Quality customer service (Client service) | <p>1. Provide service and advice to the Minister, Secretary/OIC on professional, social and general information on any matters relevant or may be relevant to the Ministry's operation</p> <p>2. Provide high standard of quality services to both the Minister, Secretary/OIC and their client/customer</p> | <p>Resourceful and accurate information</p> <p>Satisfactory performance with no complaint from both parties.</p> | |

14. Key Challenges

15. Selection Criteria

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A key challenges of the post is the segregation, screening and consecutively the negotiation of incoming calls or Client wanting to talk or meet with the Minister and Secretary or the OIC mainly with sensitive issues.

Another major challenge is the booking and arrangement of all travelling processes and itinerary respectively to ensure that the schedule of travelling meet the requirements of the Minister and Secretary or OIC.

Another key challenge is the appointment and coordinating the meeting of the Minister or Secretary/OIC. This may include dealing with external senior official having different agenda and priorities.

15.1 PQR (Position Qualification Requirement):

Education: University Diploma in Management (rest of requirement is not necessary) **OR** Form 5 with Cert in Secretarial (Business) plus 3 years in registry work of Form 3 with Certificate in Secretarial (Business) plus 3 years in registry work with a pass in English course from any recognized Tertiary Institution.

15.2 Key Attributes (Personal Qualities):

1. Knowledge

- Fluency in both English and Kiribati
- Competent with Microsoft Word, Excel, Email, Internet facilities
- Knowledge of office courtesy and protocols

2. Skills:

- Proven ability to professional service, negotiate and coordinate meeting appointments and travelling itinerary.
- Proven ability to manage, monitor and protect intellectual and confidential properties and documents to Ministers
- Ability to contribute to the efficiency conduction of the Minister, Secretary's /OIC's job
- Through understanding of the Government of Kiribati working relation policy and procedure, legislations and constitution including the operational functioning of the office.
- Ability to research and provide accurate reports for use by the Minister or Secretary/OIC in and outside office.

3. Attributes: Efficient & Effective

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Smart, Hardworking, Honest, Dedicated
Active Listening

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[Signature]

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