GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

Position Title: Registry Clerk/Receptionist	3. Salary Level: L18-15/14-12	4. Division: Common Cod.
		4. Division: Common Cadre, All Ministries
Reports To: Office Manager	6. Direct Reports: NIL	
Primary Objective of the Position:		
ensure that administrative support is	provided at all times and all astimis	the Registry Office is carried out accordingly.

9. Financial: NIL	10 Legal: Administrative Act
11. Internal Stakeholder: - Ministry Staff - Executive Assistant - Head of Departments - Assistant Secretary - DS/SAS To be referred to Manager: - Establishing and maintaining a filling system - Maintaining reference information in database form such as file index and the PF index etc. - Allocating of incoming mails to appropriate and bring up to assigned officers - Photocopying and typing work if required - Assisting in maintaining leave records and correspondences in a confidential manner This position description provides a comprehensive, but not exhaustive,	12. External Stakeholder: -Other Ministry - Ministry Staff (Registry Staff, AS, SAS, DS, Account Staff) To be referred to Manager -Allocating of incoming mails to appropriate and bring up to assigned officers -Photocopying and typing work if required

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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Dealt with every day Dealt with every year	File Censoring and Auditing	
done every time the file moves everyday	Update file movement	
Recording of file	Record file movement	Management of File
Dealt with each day of receipt of mails Dispatch each day To be done twice a day Dealt with each day of receipt of mails	Recording of Dut-coming mails Circulate routine incoming mails Bring Up to concerned officers incoming mails on file that need action	
All queries are dealt within that if done by phone or within one day or receipt of complaint	Giving advices on issues related to NCS December 1. Comparison of the comparison of	Managing Correspondence
Performance Measures/Outcomes	Angwaring	Customer Service (Client Services)
	Major Activities/Duties	Key Result Area/Major
	13. KEY ACCOUNTABILITHS(Include linkage to KDP, MOP and Divisional Plan) KDP/KPA: MOP Outcome: Divisional/Departmental/Unit Plan:	13. KEY ACCOUNTABILITIES (Include linkage KDP/KPA: MOP Outcome: Divisional/Departmental/Unit Plan:
	tă.	-Attending to any other assigned duties
	y staff. rrespondences in a	 Supervising temporary or new registry staff. Flandling confidential records and correspondences in a professional manner
	ulation folder and in and	 -Update inward and outward queries. -Recording movement of files, the circulation folder and in and out tippers of senior officers twice a day.
	confidential and courteous and provides queries to come available information	Responding to calls in a professional, confidential and courteous manner, screen calls, takes messages and provides queries to incoming calls or waiting customers from available information files.

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

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Date of Issue: 30	tional duties as required.
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10. Key Challenges	11. Selection Criteria
The post holder is expected to work more hours when and if required and will be dealing with difficult customers. The post holder may be involved in the Ministry social functions such as members of the social committee, take part in the singing and dancing competition, part and any other committee may operate and outside working hours.	11.1 PQR (Position Qualification Requirement): Education: Form 5 certificate with 1 year relevant work experience OR Certificate in Office Skills or Certificate II in Business.
	11.2 Key Attributes (Personal Qualities): 1. Knowledge - Knowledge of basic office operations, office courtesy and protocols - English language - Computers
	 2. Skills Should possess good computing skills with competence in Microsoft Word, Excel and Use of the Internet Fluency in both English and Kiribati language Has the ability to keep records Has the ability to draft simple correspondences Has the ability to draft and amend simple budgets
	3. Attributes: - Active listening - Efficient & effective - Innovative - Hardworking and dedicated

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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