

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

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


8. Position Overview	
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 filing 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	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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<p>10. Key Challenges</p> <p>The post holder is expected to work more hours when and if required and will be dealing with difficult customers.</p> <p>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.</p>	<p>11. Selection Criteria</p> <p>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.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> - Knowledge of basic office operations, office courtesy and protocols - English language - Computers <p>2. Skills</p> <ul style="list-style-type: none"> - 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 <p>3. Attributes:</p> <ul style="list-style-type: none"> - Active listening - Efficient & effective - Innovative - Hardworking and dedicated
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Approved by: 	Date of Issue: 30/8/16
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