

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Finance and Economic Development		
<b>2. Position Title:</b> Senior Assistant Secretary	<b>3. Salary Level:</b> L6-5	<b>4. Division:</b> Administration
<b>5. Reports To:</b> Deputy Secretary	<b>6. Direct Reports:</b> Assistant Secretary	
<b>7. Primary Objective of the Position:</b> To ensure that the Ministry enhances and sustains a quality service to all clients through policy/legal reforms and that the MOP/MSP/KDP objectives are achieved within budget allocations in order to contribute to the achievement of Government goals and objectives.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> \$17,035.20	<b>10 Legal:</b> National Condition of Service 2021, Ordinance CAP79, Financial regulations, Public Finance (Control and audit) 1998, Financial Regulation 1979/2011, Procurement Act 2002, Statistics Act Cap 96 and Census Act Cap 8, Customs Act 2005, VAT Act 2014, Revenue Administration Act 2014, Wreck & Salvage Ordinance, Public Finance Act, Debt Management Policy, SOE Act, Internal Revenue Board Act, Income Tax Act, VAT Act, Revenue Administration Act, ICT Policy, KDP, MSP, Donor Agreement and Ratified conventions.
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Donors (Ausaid/NZaid/others)</li> <li>• PSC</li> <li>• Board members</li> </ul>	<b>12. External Stakeholders:</b> Admin officers in line Ministries, SOE and NGO's/civil society counterparts.  <b>To be referred to Managers/Supervisors:</b> Budget, MOP/MSP/KDP and Progress report, Project proposals, preparation of Cabinet papers
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b> 2 – Economic Growth &amp; Poverty Reduction, 3 - Governance</li> <li>▪ <b>MOP Outcome:</b> A nation where stable economic development promotes well-being for I-Kiribati through sound financial and economic policy</li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b> Manage both government and development finances through the provision of accounting and control, centralized public procurement management tax administration, customs enforcement, and provision of accurate and quality national statistical services, policy administration and human resource management.</li> </ul>	

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Ministry Administration	<ul style="list-style-type: none"> <li>• Assist the Deputy Secretary and all Ministry administration</li> <li>• Answer staff queries on entitlements and responsibilities</li> <li>• Preparation of MOP progress reports</li> <li>• Preparation and review of Cabinet papers and briefings</li> <li>• Authorization to sign payments</li> </ul>	<ul style="list-style-type: none"> <li>• Ministry administration is accurate</li> <li>• Staff queries accurately answered within 2 days of receipt</li> <li>• Timely preparation of MOP progress reports</li> <li>• Timely review and submission of Cabinet papers and briefings to superiors.</li> </ul>
MOP and KDP Implementation	<ul style="list-style-type: none"> <li>• Assist the Deputy Secretary in the coordination the development and submissions of project proposals to achieve the MOP and KDP goals</li> <li>• Coordinate the development and submission of project proposals to achieve the MOP and KDP goals</li> <li>• Supervise the implementation of approved projects, including budget expenditure and acquittal</li> <li>• Oversee KFSU, CFD and EU major projects</li> </ul>	<ul style="list-style-type: none"> <li>• All identified activities have project proposals submitted.</li> <li>• Amendments required by NEPO are attended to within 2 weeks of advice by NEPO</li> <li>• Project reports and funds acquittals are submitted on time</li> </ul>
People management	<ul style="list-style-type: none"> <li>• Assist the Deputy Secretary and work closely with HRM in the implementation of the HR Management framework in the Ministry</li> <li>• Assist with staff assessment, overtime, staff attendances, leave balances and NCS entitlements.</li> </ul>	People management is accurately dealt with in line with the Ministry HR Management Framework.
<b>14. Key Challenges</b>		<b>15. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• A key challenge of the post is coordinating administration activities of the Ministry to ensure that technical staff can perform their roles effectively and efficiently. This may</li> </ul>		<p><b>15.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> Bachelor's degree in Management/Public Administration/Human Resource Management plus related fields as follows; Degree in Economics, Finance and or Accounting</p>

# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

include providing timely 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 SAS may be able to take on additional tasks assigned from time to time.

### **15.2 Key Attributes (Personal Qualities):**

#### **1. Knowledge**

- a. Customer and Personal Service
- b. Administration and Management
- c. Personal and Human Resource

#### **2. Skills**

- a. Good monitoring and critical thinking skills
- b. Persuasion
- c. Negotiation
- d. Good writing, speaking and presentation skills
- e. Ability to manage time, pressure and conflicting demands and priority tasks and workload
- f. Innovative
- g. Good leadership skills

#### **3. Attributes**

- a. Integrity is a must.
- b. An Efficient, effective, approachable, cooperative fair, hardworking, honest and confident staff who can motivate staff.