

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

1. Ministry: Public Service Office		3. Salary Level: 4		4. Division: Administration Cadre	
2. Position Title: Deputy Secretary		6. Direct Reports: Secretary			
5. Reports To: Secretary					
7. Primary Objective of the Position: To ensure that the Ministry enhances and sustains a quality service to all clients and that the MOP objectives are archived within budget so as to contribute to the achievement of Government goals and objectives.					
8. Position Overview					
9. Financial:		10. Legal:			
11. Internal Stakeholders:			12. External Stakeholders:		
<ul style="list-style-type: none"> <li>• Staffs</li> <li>• Donors (Ausaid/NZ/others)</li> <li>• PSC</li> <li>• Board members</li> </ul>			<ul style="list-style-type: none"> <li>• All Ministries</li> <li>• SOTs</li> <li>• KANGO</li> <li>• KCCI</li> <li>• Public (customers)</li> </ul>		
To be referred to Manager:			To be referred to Manager		
<ul style="list-style-type: none"> <li>• Budget Preparation</li> <li>• MOP preparation and progress report</li> <li>• Posting of Registry Staff</li> <li>• Personal matters related to NCS</li> <li>• Preparation of Cabinet Papers</li> </ul>			<ul style="list-style-type: none"> <li>• MOP preparation and progress report</li> <li>• Personal matters related to NCS</li> <li>• Budget</li> <li>• HRM framework</li> </ul>		

*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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> <li>▪ KDP/KPA:</li> <li>▪ MOP Outcome:</li> <li>▪ Divisional/Departmental/Unit Plan:</li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Customer Service (Client Service)	Provide advice to technical officers of the Ministry of Administration requirements, including budget, and planning requirements.  Implement administration for the Ministry to ensure MOP requirements are met through preparation of Cabinet papers, briefings, and discussion papers.	Accurate advice is provided within two days of request.  *All Ministry Administration is accurate and completed on time.
Strategic Planning and Reporting	MOP preparation  Progress report on achievement of MOP activities	Completed and submitted on time  Progress reports completed and submitted to NPO on time Vote transfers are actioned as required by Divisions/Vote Managers.
	Authorize expenditure	All PV/LPO actioned within 1 day of receipt, in accordance with delegation and financial regulations
People Management	Develop HRM framework for the Ministry under the advice from the Secretary	Accurate and timely submissions in line with the HRM framework for the Ministry.

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<p><b>10. Key Challenges</b></p> <ul style="list-style-type: none"> <li>A key challenge of the post is leading and 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.</li> </ul>	<p><b>11. Selection Criteria</b></p> <p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Postgraduate qualification  <b>Experience:</b> 5 years relevant work experience at senior management level or 7 years relevant work experience at middle management level.</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>Customer and Personal Service</li> <li>Administration and Management</li> <li>Personnel and Human Resources</li> </ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"> <li>Speaking: Talk to others to convey information effectively</li> <li>Active Listening</li> <li>Social Perceptiveness</li> <li>Monitoring</li> <li>Critical thinking</li> <li>Learning Strategies</li> <li>Negotiation</li> <li>Persuasion</li> </ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"> <li>Efficient</li> <li>Effective</li> <li>Innovative</li> </ul>
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- Creative
- Approachable
- Cooperative
- Fair
- hardworking and dedicated
- sharing
- interested in meeting people

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