


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Tourism, Commerce, Industry and Cooperatives.			
2. Position Title: Deputy Secretary	3. Salary Level: L 4	4. Division: Admin	
5. Reports To Secretary			
6. Direct Reports: Secretary and Minister			
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 of MTCIC are achieved within budget so as to contribute to the achievement of national priorities or Government goals and objectives.			


8. Position Overview	
9. Financial: Nil	10. Legal: All MTCIC Business acts and other related regulations and procedures in relation to Public Service, Finance, Tourism, Commerce, Industry and Cooperatives.
11. Internal Stakeholders: <ul style="list-style-type: none"> • Staffs • Donors (AusAID/ NZ/ others) • PSC • Board members <p>To be referred to the Manager:</p> <ul style="list-style-type: none"> • Budget Preparation • MOP preparation and progress report • Personal matters related to NCS 	12. External Stakeholders: <ul style="list-style-type: none"> • All Ministries • Relevant SOEs • KANGO • KCCI • Cooperatives, Credit Unions and relevant Public consumers <p>To be referred to Manager</p> <ul style="list-style-type: none"> • MOP and MSP preparation and progress report • Personal matters related to NCS

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<ul style="list-style-type: none"> • Coordinate preparation of Cabinet and Policy Papers for the MTCIC portfolio • Posting of Registry Staff 	<ul style="list-style-type: none"> • Budget • Briefings • Policy analysis and reviews • HMR framework 	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> • KDP/KPA: • MOP Outcome: • Divisional/Departmental/Unit Plan: 		
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 the preparation of Cabinet papers, briefings and discussion papers To ensure that customer service delivery is effective at all levels.	Accurate advice is provided within two days of the request All Ministry Administration is accurate and completed on time.
Strategic Planning and Reporting	MOP preparation Progress report on achievement of MOP activities Authorize expenditure Inform prioritization of MTCIC from time to time	Completed and submitted on time Progress reports completed and submitted to NPO on time Vote transfers are actioned as required by Divisions/Vote Managers.


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People Management	Develop HRM framework for the Ministry under the advice of the Secretary	All PV/LPO actioned within 1 day of receipt in accordance with delegation and financial regulations.
Project Coordination	Familiar with MTCIC priorities to inform project preparations Coordinate developing a comprehensive plan for the ministry project and ensure all necessary resources are successfully implemented. Monitoring the progress of the ministry project and evaluating its outcomes against the set objectives.	Accurate and timely submissions are in line with the HRM framework for the Ministry. Indicators linked with Government objectives (i.e., KDP and MSPs). Accurate reporting and timely submissions Efficient and timely.
Budget Coordination	Coordination of budget preparations and submissions Implement the operational budget	Accurate and timely submissions Timely implementation of budgeted activities and ensuring to coordinate the utilization of budget within approved provisions.

10. Key Challenges	11. Selection Criteria
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	11.1 PQR (Position Qualification Requirement): Education: Post Graduate in Public Administration, Business Administration, Project Management, Policy Development, Economics and

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may include providing advice to technical staff on administration matters.

Administration-related fields with five (5) years of relevant work experience at the senior management level or seven (7) years of experience at the middle management level.

11.2 Key Attributes (Personal Qualities):

1. Knowledge

- Customer and personal service
- Administration and management
- Personnel and Human Resources


2. Skills:

- Speaking: talk to others to convey information effectively
- Active listening
- Social perceptiveness
- Monitoring
- Critical thinking
- Negotiation
- Persuasion.
- Learning Strategies

3. Attributes

- Efficient
- Effective
- Innovative and Creative
- Approachable
- Cooperative
- Fair, hardworking and dedicated
- Sharing and interested in meeting people

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- Ability to work under pressure

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23/08/24