


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

<b>1. Ministry:</b> Ministry of Tourism, Commerce Industry and Cooperatives	<b>4. Division:</b> MTCIC Kiritimati Branch
<b>2. Position Title:</b> Business Promotion Officer	<b>3. Salary Level:</b> 11-10
<b>5. Reports To:</b> DS	<b>6. Direct Reports:</b> Secretary
<b>7. Primary Objective of the Position:</b> To assist in the development of the private sector in the area of Business Regulatory, Commerce, Industry and Cooperatives and to potential Foreign Investors wishing to invest in the Line and Phoenix group.	

<b>8. Position Overview</b>	
<b>9. Financial:</b> NIL	<b>10. Legal:</b> NCS, all business laws, policies and strategies under MTCIC's mandate.
<b>11. Internal Stakeholders:</b> - MTCIC Kiritimati staff - HODs MTCIC Headquarter - MTCIC Administration team - STCIC  To be referred to Manager: - Provide advices related to the promotion, awareness and training for business promotion activities - Develop and Review the training manuals for business promotion activities - Facilitate and Organize the MTCIC Events - Work closely with Promotion Officers and Regulatory Officers to ensure that efficient and effective support provided to the business communities and customers - Enhance income generating activities through the establishment of value added products	<b>12. External Stakeholders:</b> - other Ministries - KCCI - external customers  To be referred to Manager - Explore in house and external training for staff capacity building - Assist to prepare Project Documents to seek funding or Technical Assistance required by the Business Promotion team and Business Regulatory team.
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	

*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.*

Approved by:  Date of Issue: 19/01/24

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- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Well managed and administered MTCIC Branch.	Be the Administrative head of the Ministry of Tourism, Commerce, Industry and Cooperative Branch in Kiritimati.	Better management of MTCIC Branch office.
Effective and efficient supervision of staffs.	Supervise MTCIC staff employed by MTCIC office in Kiritimati.	Daily punctuality of staff and no of staff attendance irregularity reports reported.
Active involvement of MTCIC participation in other sectoral activities.	Represent the MTCIC in Kiritimati in any meetings as and when needed.	No of meetings attended by BPO.
Timely and efficient delivery of services.	Facilitate the timely delivery of services offered by MTCIC.	Timely and efficient delivery of service of MTCIC in Kiritimati.
Well up to date reporting of MTCIC activities in Kiritimati.	Provide a monthly report to the Secretary on the activities of the MTCIC on Kiritimati or in a timely fashion as and when required.	Timely submission of monthly reports to STCIC at MTCIC Headquarters in Tarawa.
Proper and reasonable control of budget.	Assist in the control of the budget for the Kiritimati branch.	A well-managed Kiritimati Branch budget
Legal compliance with business regulation.	Regulate and monitor business compliance to existing laws administered under MTCIC.	No of complaints received or reported and their being dealt with by law.
Development of business activities in the Line & Phoenix Group.	Promote and facilitate business development in the Line & Phoenix Group.	Growth in business activities or increase in number of businesses registered in Kiritimati.
Effective functioning of MTCIC Branch.	Perform duties as requested from time to time by STCIC.	Efficient and effective functioning or running of MTCIC Branch.

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14. Key Challenges	15. Selection Criteria
<p>Coordinate administrative activities under the direction of Senior Staff or DS to ensure ministry objectives are met. Additional working hours may be required to meet deadlines. Overtime is not applicable</p>	<p><b>15.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Degree in Economics, Management, Business and Tourism Studies  <b>Experience:</b></p> <p><b>15.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"> <li>1. <b>Knowledge:</b> Good business related managerial knowledge and skills;</li> <li>2. <b>Skills :</b> Good leadership and managerial skills</li> <li>3. <b>Attributes:</b> Efficient, creative, innovative and has the ability to deliver training and awareness programs and interaction with people</li> </ol>

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