

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Ministry: Women, Youth, Sport and Social Welfare		
1. Position Title: Assistant Sport Development Officer	2. Salary Level: L19-18	3. Division: Sport Development Unit
4. Reports To: - Principal Sport Development Officer	5. Direct Reports: -	
6. Primary Objective of the Position: Develop programs, initiatives and opportunities which will help increase the number of people from key groups accessing regular Sport and Physical Activity.		
7. Position Overview		
8. Financial: -	10. Legal: - Kiribati Sport Authority ACT 2009 - Kiribati Sport Authority Regulation 2017 - Constitution of National Sport Federation - Constitution of Island Sport Association. - Constitution of Community Clubs	
11. Internal Stakeholders: - NGO Unit (Community) - Youth Division - Disability Unit - Women Development Unit	12. External Stakeholders: - Development Partners - Government Ministries and SOEs - Mayors, Island Clerks and ASWO - Island Sport Association - National Sport Federation - KNOC	
To be referred to Manager: - Sport Premises - Budget - DOP and progress reports	To be referred to Manager - Community Sport Clubs Updates and issues - Sport Federation issues - MoH needs - KNOC updates	
13. KEY ACCOUNTABILITIES (Include linkage to KDP and Motinano)		

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KDP/KPA:

- **Goal 3: Improve population health and health equity through continuous improvement in the quality and responsiveness of health services, and by making the most effective and efficient use of available resources.**
- **Goal 1:**

MOTIVANO:

- **Development Issue 6: Promote Good Health and Healthy Lifestyle: To provide a healthy society and decent working environment.**
 - **Development issue 15: Promotion of Sports: To promote a healthy body and mind and broaden engagement in sports**
- Divisional/Departmental/Unit Plan:**
- **3.1 Active Kiribati: Move your Health**
 - **3.2 Sport for All: Sport belongs to everyone**
 - **3.3 Sport Development: Pathway from community sport to elite performance**
 - **3.4 High Performance Sport: Achieving sporting excellence on the international stage**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Program Implementer</p>	<ul style="list-style-type: none"> - Work with National Federations, local community representatives, residents and groups establish to develop a sustainable range of activities and opportunities which will encourage key areas of the community to take part in regular exercise and sport. - Identify gaps in villages and create programs which will give accessible and affordable opportunities for marginalized groups. - Develop opportunities and activities where existing participants can increase the amount of exercise they are able to undertake, organize and coach activities and events across the island which will encourage residents to participate in Physical Activity. - Develop links with Clubs and Teams where appropriate so residents have pathways to 	<ul style="list-style-type: none"> - Ensure comprehensive monitoring and evaluation of delivery and recording of all work and its outcomes - Increase number of Sport Programs - Write and present reports on the delivery to a range of partners. - -

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	continue taking part in sport and activities as they develop.	
Contribute to Developing National Sporting Standards	<ul style="list-style-type: none"> - Create a range of opportunities aimed at raising numbers of qualified coaches and volunteers in the Community and National Federations. 	<ul style="list-style-type: none"> - Qualified coaches for national federations and communities.
NCD	<ul style="list-style-type: none"> - To assist in maintaining a health, safe and secure environment and to act in accordance with the KSA policies and procedures. 	<ul style="list-style-type: none"> - Risks from NCDs decreases
Gender Balance and Inclusive	<ul style="list-style-type: none"> - To promote and implement the KSA policies and the Ministry Equality Policy in all aspects of employment and service delivery. 	<ul style="list-style-type: none"> - More people participate in Sport including Women, seniors, Children and People with Special Needs.
Policy formulation and implementation	<ul style="list-style-type: none"> - Work together with National Federations and Community Sport Clubs to formulate their policies and constitution. 	<ul style="list-style-type: none"> -
Te Runga (National Sport Championship)	<ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> -
Financial Management	<ul style="list-style-type: none"> - Develop and prepare a budget for Community Engagement with the advice of Principal Sport Officer. - Monitor the Division's expenditure against the budget and action necessary vote transfers and responsible in authorizing expenditure. 	<ul style="list-style-type: none"> - More program for Community.
14. Key Challenges	<p>A large part of this role's priorities is influenced by major events such as National Sport Tournaments, Regional and International Games. Due to the high profile nature of these events, much time and support is required in planning, organizing, media and relationship management to ensure Kiribati Government's profile, reputation and athlete support.</p>	
15. Selection Criteria		
	<p>15.1 Coach Certificate in any Sport OR have been involve with the any Sport Federation.</p>	
	<p>15.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge: - Management of Sport Organization - English and Kiribati Language</p>	

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The scope of this role is wide. It spans policy development, devising various sports programs at community level and working with associations in Tarawa and the outer islands to implement these, collaborating and sometimes leading major sporting events as well as being involved in seeking funding to finance various sporting initiatives. The position also works with communities in Tarawa to facilitate the proper management and revenue collection of two main sporting facilities. (RKUatiaoa Stadium and Betio Sport Complex)

- Community Physical Education
- Basic Computing
- Coaching and Referee Skills

- 2. Skills:**
- Complex Problem Solving
 - Critical thinking
 - Judgement and Decision Making
 - Active Listener

- 3. Attributes:**
- Deductive reasoning
 - Problem sensitivity
 - Oral expression
 - Visualization
 - Outspoken

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