

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Kiribati National Disability Policy	<ul style="list-style-type: none"> • Provide services to people with disabilities that are in line with the KNDP and CRPD • Assist the SDO submit annual report on KNDP 	<ul style="list-style-type: none"> • Satisfaction of people with disabilities in the service provision • Report on annual review on service delivery compliance towards KNDP in Kiribati
Technical advice	<ul style="list-style-type: none"> • Assist the SDO compile technical information for Secretary on matters related to services and policies of Disability Welfare • Provide briefing to SDO and other HODs on matters relating to disability • Assist the SDO discuss and analyse situations where extra budgetary provision is needed in relevant disability programs and assist SDO to compile relevant information needed for the issue • Efficient use of resources 	<ul style="list-style-type: none"> • accurate advice is provided within two days of request • brief is provided on a regular basis and immediately upon request • report on the outcome of disability programs to ensure the appropriate usage of extra budget requested
Customer Service	<ul style="list-style-type: none"> • Assist the SDO to ensure all people with disabilities are provided with effective and efficient services • Take on the OIC role of the disability division whenever the SDO is on leave/official trip 	<ul style="list-style-type: none"> • report on the outcome of disability programs to ensure the appropriate usage of extra budget requested
Disability Activities and Training programs	<ul style="list-style-type: none"> • Assist SDO to ensure disability activities is facilitated well within the Ministry's disability service portfolio 	<ul style="list-style-type: none"> • Client satisfaction • Monitoring of payment process be done on a daily basis

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: _____

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	<ul style="list-style-type: none"> Assist SDO to ensure accurate recording and reporting of funding in all disability activities and programs Attend disability in house and overseas training programs assigned by the Secretary through the SDO 	<ul style="list-style-type: none"> Evaluation be conducted on a monthly basis Satisfactory attendance to the training and report on training outcome
Information gathering and research	<ul style="list-style-type: none"> Compile information/data requested on disability matters in Kiribati to the SDO 	<ul style="list-style-type: none"> Report on data/information submitted 3 days after requested
Strategic planning and reporting	<ul style="list-style-type: none"> Develop a yearly WORK PLAN which is aligned with the Ministry Operational Plan Provide progress report of WORK PLAN on a quarterly basis. Provide report of activities not reflected in the WORK PLAN 	<ul style="list-style-type: none"> Completion and submission of a copy of the WORK PLAN on time. Submission of report two weeks after the end of the quarter Timely submission of the report.
<ul style="list-style-type: none"> Delivering a quality service through strong team spirit Alleviating issues encountered by people with disabilities in the community Able to work extra hours 		<p>Qualifications and experience:</p> <p>Bachelor degree in the following fields; Disability, Community Rehabilitation, Developmental Education, Community and Human Services/Social Development and Management/ Counseling and Psychology/ Sociology, Social Work and Management with at least 2 years of experience in middle management level or 3 years of working experience in Middle Management</p> <p>Possessing disability counseling skills, understanding in CRPD and experience working with people with disabilities is highly desirable.</p>

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	<p><u>Key attributes:</u> Effective counselling/consultative/maintains confidentiality in information sharing and service delivery/fluent in English and Kiribati/effective team player/walk the talk/listen to superiors and as well as subordinates/understanding/flexible/initiative and believe that persons with a disabilities can live a quality life when given support</p>

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