

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

<b>1. Ministry: Ministry of Finance &amp; Economic Development</b>		
<b>2. Position Title: Registry Clerk/ Receptionist</b>	<b>3. Salary Level: L18-15/14-12</b>	<b>4. Division: Common Cadre, All Ministries</b>
<b>5. Reports To: Office Manager</b>	<b>6. Direct Reports: NIL</b>	
<b>7. Primary Objective of the Position:</b> To ensure that administrative support is provided at all times and all activities within the Registry Office is carried out accordingly.		

<b>8. Position Overview</b>	
<p>9. Financial: NIL</p>	<p>10 Legal: Administrative Act, NCS, Circulars, Registry Manual, File Index, Ministry agreements with Suppliers</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>- Secretary</li> <li>- Head of Departments</li> <li>- Deputy Secretary</li> <li>- Human Resource Manager</li> <li>- Assistant Secretary</li> <li>- Executive Assistant</li> <li>- Account Staff/Payroll</li> <li>- Ministry Staff</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>- Establishing and maintaining a filing system</li> <li>- Maintaining reference information in database form such as file index and the PF index etc.</li> <li>- Allocating of incoming mails to appropriate and bring up to assigned officers</li> <li>- Photocopying and typing work if required</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>- Other Ministry – Ministry Staff (Registry Staff, AS, SAS, Human Resource Manager, DS, Account Staff)</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>- Allocating of incoming mails to appropriate and bring up to assigned officers</li> <li>- Photocopying and typing work if required</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.*

<b>Approved by:</b>	<b>Date of Issue:</b>
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<ul style="list-style-type: none"> <li>- Assisting in maintaining leave records and correspondences in a confidential manner.</li> </ul>	
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**13. KEY ACCOUNTABILITIES** *(Include linkage to KDP, MOP and Divisional Plan)*

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

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Customer Service (Client Services)	Answering of queries related to NCS Giving advices on issues related to NCS	All queries are dealt within that if done by phone or within one day or receipt of complaint
Managing Correspondence	Recording of In-coming mails Recording of Out-coming mails Circulate routine incoming mails Bring Up to concerned officers incoming mails on file that need action	Dealt with each day of receipt of mails Dispatch each day To be done twice a day Dealt with each day of receipt of mails
Management of File	Record file movement  Update file movement File Censoring and Auditing	Recording of files movement should be done every time the file moves everyday Dealt with every day Dealt with every year

10. Key Challenges	11. Selection Criteria
<p>The post holder is expected to work more hours when and if required and will be dealing with difficult customers.</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> Form 7 OR Form 6 with Certificate in Office Skills or Certificate II in Business.  <b>Experience: Job Training:</b></p>

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The post holder may be involved in the Ministry social functions such as members of the social committee, take part in the singing and dancing competition, part and any other committee may operate and outside working hours.

**Prerequisite:**

**11.2 Key Attributes (Personal Qualities):**

**1. Knowledge:**

- Knowledge of basic office operations, office courtesy and protocols
- English language
- Computers

**2. Skills:**

- Should possess good computing skills with competence in Microsoft Word, Excel and Use of the Internet
- Fluency in both English and Kiribati language
- Has the ability to keep records
- Has the ability to draft simple correspondences
- Has the ability to draft and amend simple budgets

**3. Attributes:**

- Active listening
- Efficient & effective
- Innovative
- Hardworking and dedicated

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