

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Employment and Human Resources		
2. Position Title: Labour Standard Officer	3. Salary Level: 10/9-7	4. Division: Labour Division
5. Reports To: Senior Labour Standard Officer	6. Direct Reports: Director of Labour/Secretary	
7. Primary Objective of the Position:		
<p>To support and assist the Senior Labour Standard Officer and Director of Labour in the efficient implementation of the routine duties and responsibilities of the Workplace Relations Unit.</p>		

8. Position Overview	
9. Financial: Nil	10 Legal: Kiribati National Conditions of Service 2012 Employment and Industrial Relations Code 2015
11. Internal Stakeholders: <ul style="list-style-type: none"> i. Secretary ii. Deputy Secretary iii. Director of Labour iv. Other staff from MEHR HQ and Divisions <p>To be referred to Manager:</p> <ul style="list-style-type: none"> i. Matters that require approval from HOD 	12. External Stakeholders: <ul style="list-style-type: none"> i. Daily clients ii. Trade Unions iii. Employer Organizations iv. Government Ministries, SOEs and private sectors v. Recruiting Agencies vi. Island Councils <p>To be referred to Manager:</p> <ul style="list-style-type: none"> i. High level of decision making and coordination of the relevant activities.

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.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ <i>KDP/KPA: 1 Human Resources Development and KPA: 2 Economic Growth and Poverty Reductions</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Labour Awareness, Consultation and Workshop	<ul style="list-style-type: none"> • Conduct awareness and consultation workshop on EIRC and its Regulations to Employers and Employees in the Public and Private Sector throughout Kiribati 	<ul style="list-style-type: none"> • Workshop Conducted/queries addressed • Information updated regularly • Consultation conducted • Meeting convened • Awareness workshop convened • Consultation conducted
Labour laws and regulation review	<ul style="list-style-type: none"> • Conduct consultation with stakeholders on EIRC and Regulations review • Assist in the review of EIRC 2015 • Assist in the establishment of EIRC Review Committee Group • Assist in seeking ILO support and technical assistance • Assist in the submission of project proposal to NEPO (if required) 	<ul style="list-style-type: none"> • Consultation workshop convened • EIRC reviewed and amended. • EIRC Review committee established • Technical Assistance sought to ILO. • Project Proposal submitted. • Polices/Regulations formulated.

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	<ul style="list-style-type: none"> • Assist in the formulation of new policies/regulations • Assist in conducting meeting with members of the working group 	<ul style="list-style-type: none"> • Meetings conducted.
Employment Dispute	<ul style="list-style-type: none"> • Assessing and handling employment dispute cases • Provide sequence of events on the employment dispute 	<ul style="list-style-type: none"> • Dispute cases settled • Employment dispute sequence of event provided
Daily customer service	<ul style="list-style-type: none"> • Receive and handle complaints from public 	<ul style="list-style-type: none"> • Complaints addressed promptly

10. Key Challenges	11. Selection Criteria
To accomplish tasks assigned from time to time	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <p>Bachelor’s Degree in Management and Industrial Relations or Bachelor’s of Art in Legal Studies</p> <p>Experience:</p> <p>Experience in any legal related background</p> <p>Job Training:</p>

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	On the job training
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">• English and Kiribati language• Understanding of TVET both locally and internationally <p>2. Skills:</p> <ul style="list-style-type: none">• Active listening• Management of Personnel Resources• Coordination• Communication• Negotiation• Reporting• Monitoring• Complex Problem Solving• Time Management• Quick learner• Innovative• Creative• Team player <p>3. Attributes</p> <ul style="list-style-type: none">• Integrity• Organise• Stress tolerance/Patient• Social• Leadership• Honest• Committed

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