

1. Ministry: Kiribati Police Service			
2. Position Title: Human Resource Officer	3. Salary Level: L9-7	4. Division: Corporate Service	
5. Reports To:	6. Direct Reports:		
<ul style="list-style-type: none"> ◦ Director Corporate Service ◦ Subordinates 	<p>7. Primary Objective of the Position: Maintains and enhances the organization's human resources by planning, implementing, and evaluating human resources policies, programs, and practices, including the implementation of National Condition of Service.</p>		

8. Position Overview	
9. Financial: Nil	
10. Legal: National Condition of Service & Standard Operating Procedures	
11. Internal Stakeholders:	12. External Stakeholders:
<ul style="list-style-type: none"> ◦ Senior Executive Group ◦ Senior Officers ◦ Civilians ◦ Housing Committee ◦ Transfer Committee 	<ul style="list-style-type: none"> ◦ Public Service Office ◦ Public Service Commission ◦ MFED ◦ Institution such as USP & KIT
To be referred to Manager:	
<ul style="list-style-type: none"> ◦ To conduct disciplinary actions 	
Without referral to Manager:	
<ul style="list-style-type: none"> ◦ To execute daily tasks 	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	
<ul style="list-style-type: none"> ▪ KDP/KPA: 	

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- MOP Outcome: Outcome 1. Enhance transparency accountability, equal opportunities, including, upholding of law/access to justice, inclusiveness in decision making process
- Divisional/Departmental/Unit Plan: Increase resourcing (technical and financial) to support public sector units special units such as staffing in order to boost capacity of Special Units

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • Develop Human Resource Planning capacity and risk management systems 	<ul style="list-style-type: none"> • Prepare 3 Year Human Resource Development Plan that capture priority training needs of KPS and monitor its progression to ensure all outlined training needs are delivered within a required timeframe • Prepare and Coordinate Workforce Plan; 	<ul style="list-style-type: none"> • Must provide quarterly report on the progression of HRD Plan • Must submit Workforce Plan
<ul style="list-style-type: none"> • Enhance skills and performance of police officers to meet international standard 	<ul style="list-style-type: none"> • Coordinate the staff performance appraisal • Advices the Senior Executive Groups concerning ; promotion, vacancies, overstaffing, number of staffs soon will be retired, including other related human resource issues need attention/approval of COMPOL/SEG. • Coordinate recruitment of new police officers under the direction of Commissioner of Police 	<ul style="list-style-type: none"> • Must provide performance reviewed result to Senior Executive Group • Must accurately report any issues associated within Human Resource areas in a proper and clear written report for Senior Executive views/comments and final approval • Must submit final result report to COMPOL

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<ul style="list-style-type: none"> • Further improve police response capacity 	<ul style="list-style-type: none"> • Lead and direct promotion to commission posts; such as Assistant Superintendent, Superintendent, Deputy Commissioner, under direction of Commissioner of Police 	<ul style="list-style-type: none"> • Must submit panel promotion result in a required submission format to PSC for final endorsement
<ul style="list-style-type: none"> • Supervise attendance and performances of Civilians (non-sworn officers) and take disciplinary actions where appropriate against them • Answer daily personal matters such as staff queries on their entitlement (stipulated under NCS) and responsibilities as in their PDs. • Deal with daily administrative matters • Liaise with PSO Customer Service Center on issues/complaints lodged against Kiribati Police Service; by receiving and disseminating such complaints into appropriate division addressed; and promptly provide response to this Customer Service Center within a timely manner. 	<ul style="list-style-type: none"> • Non-compliances staffs are issued with warning/reprimand notices. • Daily personal enquires are addressed properly in a professional manner • Paper work submission requires are submitted within a timely manner • Must promptly provide KPS respond on such complaints to PSO Customer Service within a required timeframe 	<ul style="list-style-type: none"> • Reference letters issued within a required time

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<ul style="list-style-type: none"> Where appropriate write letter of recommendation/support letters to members of the Kiribati Police Service requested reference. Develop, maintain, and monitor KPS Human Resource Database that records all details of members of the Kiribati Police Service Under the direction of Commissioner of Police, invite police officers interested to undertake In-service scholarship and nominate to commissioner suitable candidates eligible to this scheme. Undertake other duties may require to perform 	<ul style="list-style-type: none"> Must able to advise Senior Management level details of employees when required to. Applications approved by COMPOL for the in-service scholarship are submitted to PSO Training Center prior deadline.
	<ul style="list-style-type: none"> Must comply with lawful instruction given from time to time

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

- Education:
- Bachelor degree in Human Resource Management and in relevant field
- Experience:
- Must have 2 years work experience in middle management level
- Job Training:

10. Key Challenges

Apart from the outline major duties/activities, it is a requirement under the instruction of Commissioner of Police Officer, that the incumbent must be a member of Transfer Committee, Housing Committee, and Canteen Committee as a Secretariat. This might bring huge burden to the load of incumbent where he/she must be

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fully utilized his/her time efficiently in order to meet deadlines of all assigned duties.

The working environment is very stressful and requires the incumbent to be flexible, self-manageable, confidence, independence, and able to cope with an under-pressure working environment.

Another biggest challenges is Leadership development. It needs to be a critical strategic initiative. HR Professional is expected to provide the essential structures, processes, tools, and point of view to make the best selection and develop the future employees of the organization.

- Human Resource Management Training

11.2 Key Attributes (Personal Qualities):

Knowledge:

- Personnel and Human Resource Knowledge
- Clerical knowledge
- Administration and management knowledge

Skills:

- Active Listening
- Computer skills in Microsoft Word, Excel and in other applications
- Interpersonal skills
- Better than average written and spoken communication skills
- Excellent organizational management skills
- Customer Service Skills
- Good problem solving and analytical skills

Attributes:

- Able to work to meet dedicated deadlines
- Sound judgment and decision making ability
- Ability to cope with workplace conflicts
- Integrity and honesty

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