

GOVERNMENT OF KIRIBATI
Position Description

Position Title: Rural Development Officer	Division: Rural Planning Division	
Salary Level: 11-10/9-7		
Reports To: Senior Rural Development Officer/Director	Direct Reports: Island Development Officer, Island Procurement Officer	
Primary Objective: To strengthen the Rural Planning Division to carry out its planning functions and to assist in speeding up project preparations, appraisals, funding and acquittals.		
Decision Making Authority	Key Contacts	Frequency and purpose
Without referral to manager: Analyzing problem and recommending solutions.	Director	Occasional
After consultation with managers or others: Develop and inform clients on solutions and information to carry out.	Senior Rural Development Officer and Deputy Director	Occasional
Referred to manager or others: when analyzing and gathering information, and recommending solutions.	Senior Rural Development Officer and Deputy Director and Director	Frequent

Key Accountabilities		
Key result area	Major activities	Performance measures
Enhance Rural Development Planning	To assist in establishing and organizing computerized data-based information systems on all ongoing outer island development projects.	All Council project reports and quality information are maintained and ready at all times when required.
To ensure that problems likely to affect action plans are tackled	- To assist in initiating and preparing proposals which could best be implemented by the RPD	- Project documents are completed for submission for financial support

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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Key Accountabilities		
Key result area	Major activities	Performance measures
in a timely manner	<ul style="list-style-type: none"> - To work closely with MISE and other relevant sector for acquiring designs and cost estimate of the project 	
Compliance with relevance sectors such as Procurement Unit, MELAD, OAG, MISE etc	To work closely with relevant sectors in achieving EL/EIA, reviewed agreement, building permit and so forth prior the implementation of projects.	All projects are complied with rules, regulations and so forth.
<ul style="list-style-type: none"> - Efficient project implementation - Monitoring and reporting of projects 	<ul style="list-style-type: none"> - To work closely with OAG for designing project agreement - To procure project materials following the procurement Act - Monitoring of projects 	<ul style="list-style-type: none"> - Implemented projects are completed within timeframe - Projects are procured, implemented and monitored in a required time.
Sustainability of Village Banks	To assist with Village Banks when required	- Monitoring of Village Banks
	To assist with other tasks delegated from time to time	

Key Challenges	Selection Criteria
The post holder is expected to work outside working hours or during weekends in times of urgent matters to accomplish tasks.	<p>Qualifications and experience:</p> <p>Degree in Economics and Management</p> <p>Key attributes:</p> <ol style="list-style-type: none"> 1. Age range between 21-35 years (male or female) 2. Satisfactory service record from previous employer 3. Willing to travel to outer islands 4. Willing to work after working hours. 5. Willing to work closely with relevant stakeholder and internal colleagues

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	6. Have goods Police clearance
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