

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Justice			
2. Position Title: Sergeant - Operations	3. Salary Level: 12-11	4. Division: Operation	
5. Reports To:		6. Direct Reports: Correctional Officers – Operations.	
- Superintendent of Prisons - ASPs - Inspectors			
7. Primary Objective of the Position: To provide assistance to the Inspector of Prisons, through the provision of management and supervision of staff on shifts, administration and upkeep of station records, the provision of a customer reception facility and the effective running of the prison centers shift.			
1. Position Overview			
9. Financial: There is no financial accountability for this position.		10. Legal: Prison regulation and standing orders.	
11. Internal Stakeholders: i. Superintendent/Secretary ii. ASPs iii. Inspectors iv. Correctional Officers		12. External Stakeholders: i. Government ministries ii. private sectors iii. NGOs iv. Local communities	
13. To be referred to Manager: i. Daily and monthly reporting of prison branch operations ii. Projects that branch needs to be done		14. Without Referral to Manager i. Confinement/Detainment of inmate ii. Disciplining of inmate iii. Delegation of daily tasks to inmates and correctional officers	
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan:			

This 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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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
To manage the operations of the prison center, so as to ensure that remands and persons sentenced by the court are detained safely in secure humane conditions and are subject to rehabilitative measures and properly prepared for return to the community.	1. Responsible for the management and day to day running of a prison station;	✓ Good result of Prison project.
	2. Supervises the activities of prison warders;	✓ Refresher courses to correctional officers are conducted.
	3. Provides on the job training for new prison warders;	✓ Prison records are updated and maintained.
	4. Allocates duties to staff, and enforces discipline;	✓ Discipline is well maintained by inmates and staff.
	5. Maintains local prison records of admissions, discharges, visits etc. to prisoners;	✓ Disciplinary offences are well handled.
	6. Ensures that good order and discipline is maintained among prisoners;	✓ Prison stores are well recorded and safe.
	7. Deals with breaches of discipline by prisoners;	✓ Prison industries are run smoothly and productively.
	8. Maintains sufficient quantities of prison stores;	✓ Working gangs are well supervise and secure.
	9. Deals with sales of prison produce (combs, hammocks and nets etc.) and allocates money to prisoners' accounts;	
	10. Oversees the conduct of prison industries;	
	11. Ensures that work gangs are properly supervised and tasked;	
	12. Undertakes other duties as directed.	

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16. Key Challenges - working conditions that have the potential to become hazardous/dangerous - completing any other tasks assigned within office by supervisor(s).	17. Selection Criteria 17.1 PQR (Position Qualification Requirement): Education: • Tertiary qualification in either of the below" • Management/ other related field • Leadership/supervision. Experience: 5 years of work experience OR, Form 7 Certificate with 10 years' work experience in Prison role. Job Training: n/a Prerequisite: n/a 17.2 Key Attributes (Personal Qualities): It would be highly desirable for the incumbent to have the following qualifications • Proven integrity and commitment to professionalism • Management skills and experience in relation to the running of a prison; • Ability to supervise prisons staff and prisons projects; • Leadership skills & experience in supervising prisons staff and prisoners; • Good interpersonal skills; • Sound judgement & decision-making ability • Sound oral & written communication skills • Good negotiation skills.

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