

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Foreign Affairs and Immigration		
2. Position Title: Communication and Public Relations Officer	3. Salary Level: L13-12/11-10	4. Division: Admin, Policy & Cooperate Services
5. Reports To: IT Specialist/SAS	6. Direct Reports: Assistant Secretary	
7. Primary Objective of the Position: Responsible for overseeing MFAI communications with media, preparing articles, press kits, press releases and other content initiatives. To assist IT Services in providing technical assistance.		
8. Position Overview		
9. Financial: NA	10. Legal: Diplomatic Privileges- Vienna Convention Act 1996 (revised 2004) : Consular Relations- Vienna Conventions Act 1999 : Foreign Representative- Privileges and Immunities Act 1967 (revised 1995) : International Organisations- Privileges and Immunities Act 1992 : Diplomatic and Consular Officers – Oath and Fees Act (Revised in 1988) : Chemical Weapon Act 2005 : Passport Act 2013 : Kiribati Immigration Act 2019 : Citizenship Act 1979	

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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<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Registry Clerk/Receptionist • IT Specialist • Assistant Secretary • Senior Assistant Secretary • Deputy Director of Immigration • Deputy Secretary and Secretary <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Attend media conferences related to MF AI interest. • Daily routine tasks/duties 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> - Diplomatic Partners in Kiribati - Australian High Commission - Embassy of the People's Republic of China - New Zealand High Commission - NGO partners
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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance</i> ▪ <i>MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1 Corporate Service	<p>To ensure that the following items are working;</p> <ul style="list-style-type: none"> • Workstations • Computer Network • File server/ file sharing • Internet Access • Printing devices • File Back- Up in Place • Website Updates and Facebook Press Release 	1. Daily operation on the items
2 Immigration	<ol style="list-style-type: none"> 1. IT Support Service 2. Database maintenance 3. Files Back-Up system 	1. The level of IT Support provided
3 Asia Pacific Division	<ol style="list-style-type: none"> 1. IT Support Service 2. Database maintenance 3. Files Back-up system 4. Compile Newsletter 	1. The level of IT Support provided
4 Multilateral Affairs Division	<ol style="list-style-type: none"> 1. IT Support Service 2. Database maintenance 3. Files back-up system 4. Compile Newsletter 	1. The level of IT Support provided

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14. Key Challenges	14. Selection Criteria
<ol style="list-style-type: none"> 1. Ability to work outside working hours and working in weekends. 2. Ability to initiate new system to provide a more efficient IT Service 3. Ability to solve problems through IT innovations 4. Ability to treat all staff as priority customers, to provide good customer service 5. Ability to work in a team 6. Ability to take on extra tasks that may be required outside IT responsibilities. 	<p>14.1 PQR (Position Qualification Requirement):</p> <p>Education: Diploma in Computer Science, Information Technology, or other technical computing related qualification with knowledge and work experience in Computer Information System, Media and Communication from a recognized Institution.</p> <p>Age limit between 20 - 40 years of age</p> <p>14.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> • English Language • Quick learner/thinker • Team player • Close attention to detail • Flexible and committed • Ability to handle pressure • Customer and Personal Service • Computers and Electronics • Administration and Management • Media <p>Skills</p> <ul style="list-style-type: none"> • Active Listening • System Analysis • Critical thinking • Complex problem solving • Coordination • Service orientation • Monitoring • Camera/Photography

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	Attributes
	<ul style="list-style-type: none">• Honesty/ Integrity• Creative/ open minded and organized• Hard- working/ Strength & Strong• Responsible• Patience• Ambitious• Punctual• Teamwork

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