POSITION DESCRIPTION

 Ministry: Ministry of Foreign Affairs and Immigration Position Title: Communication and Public Relations Officer Reports To: IT Specialist/SAS Direct Reports: Assistan 	ry: Ministry of Foreign Affairs and Immigration n Title: Communication and Public ns Officer 3. Salary Level: L13-12/11-10 6. Direct Reports: Assistant Secreta	nmigration 3. Salary Level: L13-12/11-10 6. Direct Reports: Assistant Secretary	nmigration 3. Salary Level: L13-12/11-10 6. Direct Reports: Assistant Secretary	Primar	7. Primar	7. Primar	7 Primar		5. Report	E. Discontinuo	Relation	2. Position	1. Ministi
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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.

 Registry Clerk/Receptionist IT Specialist Assistant Secretary Senior Assistant Secretary Deputy Director of Immigration Deputy Secretary and Secretary To be referred to Manager: Attend media conferences related to MFAI interest. Daily routine tasks/duties
12. External Stakeholders: - Diplomatic Partners in Kiribati - Australian High Commission - Embassy of the People's Republic of China - New Zealand High Commission - NGO partners

required to perform additional duties as required.

POSITION DESCRIPTION

13. KEY ACCOUNTABILITIES (Include linkage to KDP, Mo ** KDP/KPA: eg. 1. Human Resource Development and MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1 ** Divisional/Departmental/Unit Plan:	 13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1 Divisional/Departmental/Unit Plan: 	
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1 Corporate Service	To ensure that the following items are working; • 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	 IT Support Service Database maintenance Files Back-Up system 	1.The level of IT Support provided
3 Asia Pacific Division	 IT Support Service Database maintenance Files Back-up system Compile Newsletter 	1. The level of IT Support provided
4 Multilateral Affairs Division	 IT Support Service Database maintenance Files back-up system Compile Newsletter 	1. The level of IT Support provided

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14. Key Challenges		14. Selection Criteria
1 11:11:4:4:4:4:4:4:4:4:4:4:4:4:4:4:4:4:	the provided working in	14.1 PQR (Position Qualification Requirement):
 Ability to we weekends. Ability to ini 	Ability to work outside working nours and working in weekends. Ability to initiate new system to provide a more efficient	Education: Diploma in Computer Science, Information Technology, or other technical computing related qualification with knowledge and work
3 Ability to sol	IT Service Ability to solve problems through IT innovations	from a recognized Institution.
	Ability to treat all staff as priority customers, to provide	Age limit between 20 - 40 years of age
good customer service 5. Ability to work in a team	er service ork in a team	14.2 Kev Attributes (Personal Qualities):
	Ability to take on extra tasks that may be required outside	Vnowledge
		 English Language Quick learner/thinker
		Team player Close attention to detail
		• Flexible and committed
		Customer and Personal Service
		 Computers and Electronics Administration and Management Media
		Active Listening System Analysis
		 Critical thinking Complex problem solving
		 Coordination Service orientation
		Monitoring

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Camera/Photography

Teamwork	 Punctual 	 Ambitious 	Patience	Responsible	 Hard- working/ Strength & Strong 	 Creative/ open minded and organized 	 Honesty/ Integrity 	Attributes

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.