

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MIA		
2. Position Title: Island Council Clerk	3. Salary Level: L9-7	4. Division: Local Government Division (MIA)
5. Reports to: Secretary	6. Direct Reports: Director Local Government Division	
7. Primary Objective of the Position: <ul style="list-style-type: none"> ▪ Advise Island Councils on matters relating to law, finance and or other administrative matters ▪ Prepare annual council budgets ▪ Assist and oversee control and preparation of accounting records; ▪ Maintain Council minutes ▪ Deal with community on government policies and issues where required; ▪ Draft council papers, estimates, bye-laws, instructions, reports, etc for consideration and adoption at Council meetings, and ▪ Overall supervision of Council and state fund operations. 		

8. Position Overview	
9. Financial: Local Government Financial Instructions and Financial Regulations.	10 Legal: Kiribati National Conditions of Service (NCS), Local Government Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Minister • Secretary • Deputy Secretary • Senior Local Government Officer • Local Government Staff • Mayor and Council Staff • Human Resource Officer Without referral to Manager: <ul style="list-style-type: none"> • Advice on Local Government Act and Local Government 	12. External Stakeholders: <ul style="list-style-type: none"> • All civil servant • Donor partners • Civil society and community • NGOs • Government Companies To be referred to Manager <ul style="list-style-type: none"> • Issues on the Local Government Act prior than given the advice to

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<p>Financial Instruction.</p> <ul style="list-style-type: none"> • Any queries regarding the full council decision • The community queries on other matters 	<p>Councillors.</p> <ul style="list-style-type: none"> • Queries regarding malpractices and discrepancies detected during working hours.
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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KV20: Four Pillar
- KDP/KPA:
- MSP Outcome:
- Divisional Plan

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ol style="list-style-type: none"> 1. Ensure government policy implementation on outer island and 2. Social and economic stability maintained in Council and on Island at sustainable level. 	<ul style="list-style-type: none"> ▪ Responsible for the safe custody, maintenance and proper use of all Council buildings, stores and equipment; ▪ Implement Council’s resolutions as recorded in monthly minutes ▪ Negotiate, manage and report on Island Development Plans as identified by Council; ▪ Licensing officer; ▪ Carry out duties where necessary for other Ministries and Government statutory bodies under statute; ▪ Facilitate the work of resident and visiting government staff; ▪ Solemnize marriages ▪ Island registrar of births, deaths and marriages; and Other duties as may be assigned by Senior Responsible Officer. 	<ul style="list-style-type: none"> ❖ Number of Council building complaints reduced ❖ Number of Council’s resolutions are addressed every month. ❖ Number of Island Development Plan presented. ❖ Number of duties settled with other Ministries ❖ Number of Marriages registered. ❖ Number of birth and death registered.

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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none">• Provide support to permanent secretary on all Island Council issues.• Ensure the proper administration practice in the Island Council Level.• Being transfers from Island to Island at any time.	<p>15.1 PQR (Position Qualification Requirement): Qualification</p> <ul style="list-style-type: none">- A Degree in Management, Economics and Accounting <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">• Work oriented and patient• Respect others especially customs and traditions of respective urban communities.• Team player• Proactive and innovative• Flexible• Active and hard working• Good listening• Instructing• Concern of others• Self-control• Attention to detail• Analytical thinking• Integrity• Team work

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