

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Leadership Commission, LC	3. Salary Level: L10-9/8-7	4. Division: Administration
2. Position Title: Assistant Admin Officer	6. Direct Reports: Secretary, LC	
5. Reports To: Secretary and Commission 7. Primary Objective of the Position: To provide supervisory role in the administration unit with advice of the Accountant to ensure that the admin unit operates within its given operational recurrent budget and that activities are aligned to the budget provisions for each year. To provide leading and coordination role in the management of office, staff and resources together with handling of staff report performance, appraisal and meetings, the reporting deadlines of PSO on workforce plan, compile leave roster, procurement of office equipment and furniture of less than \$5,000 worth of price, recruitment process and handles HRD plan for staff in close consultation with the Secretary		

8. Position Overview	
9. Financial: \$13,000 to \$14,000 11. Internal Stakeholders: <ul style="list-style-type: none"> • Secretary and the Commission • Head of sections and management team (project officer, IT officer, legal counsel) To be referred to Manager: (Secretary) <ul style="list-style-type: none"> • HRD plan and specific training, plan for staff • Workforce plan and leave roster. • Procurement recommendations and criteria • Staff Performance report and appraisals • Staff Attendance report • Disciplinary cases and staff matters • Outcome of staff meetings and Monday briefings • Monthly progress report 	10. Legal: Leaders Code of Conduct Act 2016 and Rules of Procedure. 12. External Stakeholders: <ul style="list-style-type: none"> • Admin officer or HRDs at relevant Ministries, Commissions or organizations incl. PSO, PSC, MFED • Accountant or Finance officers • HRD staff at PSO- Training To be referred to Manager: (Secretary) <ul style="list-style-type: none"> • Budget recommendations and criteria • Admin Operational plan and weekly/ progress reports • Project proposals and training proposals • Training and workshop recommendation/ invitations

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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- 13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**
- KDP/KPA:
 - MOP Outcome:
 - Divisional/Departmental/Unit Plan:

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Resources and assets are well allocated, managed and controlled	<ul style="list-style-type: none"> • To compile workplan to meet targets, deadlines and milestones to reach/ achieve • To allocate resources (transport, computers) and rationing trips per week to avoid unnecessary spending on fuel • To provide leading role in monitoring of budget for the Administration Unit ensuring that the allocations are used/ spent wisely and accordingly to avoid overspent • To provide assisting role in administering recurrent budget in terms of procurement of items for the Commission under guidance of the Accountant and supervisory role of Secretary 	<ul style="list-style-type: none"> • Workplan targets and milestone ot achieve • Quality of services provided
Training recommendations, output and project information are compiled and reported/ submitted according to requirement of Training Dept (PSO)	<ul style="list-style-type: none"> • To compile and develop report plan on training outputs for submission to PSO- training department • To provide assisting and guiding role to project officer in identifying project and national significance to aid in developing project proposals • To recommend training programs or needs for staff ensuring that all align to the LC HRD plan and the PSO requirement • To guide project officer and account compile project reports, funds acquittals and project fund management • To help coordinate execution of training with relevant key institutions including KIT or USP with support of LC staff • To put up training proposals for staff to Secretary and Commission for endorsement 	<ul style="list-style-type: none"> • Number of project proposals submitted • Number of trainings held • Quality of training service offered/ provided

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<p>Human Resource Management are implemented accordingly, followed by and aligned to</p>	<ul style="list-style-type: none"> To provide assisting role to Secretary and the Commission in the implementation of the HR Management framework To recommend changes to the HRD plan and provide additional training priorities with respect to future training needs of staff to provide advice on the need for restructuring and so as to contribute to strengthening of the Commission Work in collaboration with the project officer on drafting training proposals ensuring that the training priorities are aligned to HR management framework and policy 	<ul style="list-style-type: none"> Quality of advice and assistance provided
<p>Procurement are well managed following requirements and that account unit is strengthened and well administered</p>	<ul style="list-style-type: none"> To demonstrate ability to coordinate and perform procurement on items less than \$5000 worth of price with guidance and advice of Accountant To be able to provide procurement recommendations on the items whether or not follow procurement requirements with guidance and advice of Accountant To assist and work closely with the Accountant in preparing procurement papers on all procurement of items for both Admin and Commission 	<ul style="list-style-type: none"> Quality of service and performance
<p>Task are well coordinated and organized and that office management/ administration is managed efficiently and effectively</p>	<ul style="list-style-type: none"> To guide staff and check on daily tasks ensuring that a to-do list/ job task is used every day to stay organized and guided along To create center of inquiry as a venue for staff to openly talk about their issues and queries and to perform peer talk review or one on one talk on individual performances To coordinate and sit in management meetings, Staff and admin meetings when required from time to time or at the Commissioners meeting, only if required To coordinate and chair Monday morning briefings every week To compile information required for Cabinet updates and submits to Secretary and Commission for endorsement To collate and compile weekly progress reports from sectional heads and submits to Secretary and Commission 	<ul style="list-style-type: none"> Timeliness and quality of service

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<p>Activities are coordinated in a timely manner and accordingly</p>	<ul style="list-style-type: none"> • To provide efficient and effective level of performance to undertake tasks required from time to time • To be able to provide extra load on top of TOR and to be able to undertake minimal secretarial work at staff and admin meetings, management meetings, and Monday briefings or on other matters only if required 	<ul style="list-style-type: none"> • Timeliness and quality of service
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<p>10. Key Challenges</p> <p>The coordination of administration and management of the Commission office is challenging in ensuring that staff perform according to their roles effectively</p> <p>At peak work times, additional working hours may be required to meet deadlines when overtime is not payable</p> <p>The post is occasionally required to liaise with key stakeholders and Central Agencies such as PSO and Finance to ensure that the Ministry complies with all policies and procedural requirements</p>	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Graduate degree in Management/ Public Administration or related fields</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge: to deal with letters on straight forward personnel issues, implementations of NCS conditions, project proposals, appraisals and acquittal reporting requirements, training proposal for staff 2. Skills: Good English oral and written communication skills, strong organizational skills, presentation skills and attention to detail, ability to plan your own work, work on your own initiative and meet deadlines, project management skills, ability to manage pressure and conflicting demands and priorities tasks and workload, leadership skills with sense of maturity in the job 3. Attributes: <ul style="list-style-type: none"> - Pleasant to work with confident, telephone manner, teamwork, reliability and honesty, ability to lead, self-motivated and willing to take initiatives to coordinate role staff and supervise their work and performance
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