

GOVERNMENT OF KIRIBATI
Position Description

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| Position Title: Rural Development Officer | | Division: Rural Planning Division/MCIA | |
| Salary Level: 11-10/9-7 | | | |
| Reports To: Senior Rural Development Officer/Director | | Direct Reports: Island Development Officer, Island Procurement Officer | |
| Primary Objective: To strengthen the Rural Planning Division to carry out its planning functions and to assist in speeding up project preparations, appraisals, funding and acquittals. | | | |
| Decision Making Authority | | Key Contacts | Frequency and purpose |
| Without referral to manager: Analyzing problem and recommending solutions. | | Director | Occasional |
| After consultation with managers or others: Develop and inform clients on solutions and information to carry out. | | Senior Rural Development Officer and Deputy Director | Occasional |
| Referred to manager or others: when analyzing and gathering information, and recommending solutions. | | Senior Rural Development Officer and Deputy Director and Director | Frequent |

| Key Accountabilities | | |
|---|---|---|
| Key result area | Major activities | Performance measures |
| Enhance island councils rural development Enhance | <ul style="list-style-type: none"> Complete formulation of project document in consultation with relevant Ministries such as MELAD, MISE, MFED | Councils project documents are completed at the required time. |
| Enhance updated briefings | <ul style="list-style-type: none"> To assist in establishing and organizing computerized data-based information systems | All Council project reports and quality information are maintained and ready at all times |

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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| Government of Kiribati, All Ministries | Approved By: | | Date of Issue: | |
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| Key Accountabilities | | |
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| Key result area | Major activities | Performance measures |
| Enhance island councils rural development Enhance | <ul style="list-style-type: none"> • Complete formulation of project document in consultation with relevant Ministries such as MELAD, MISE, MFED for the Council's priority projects.. | Councils project documents are completed at the required time. when required. |
| Efficient Project Implementation | <ul style="list-style-type: none"> • Assist to implement councils projects utilizing unspent project funds and new funded projects. The tasks include working closely with MCIA Account on reconciliations for releasing project funds from MFED. • Uploading documents for approval by using IFMIS • Procurement of project materials in compliance with procurement Act, financial regulations, Environment Act etc... • Assist to draft agreement with suppliers or contractors in collaboration with OAG. • Working closely with MISE for project supervisor/designs/project workplans etc.. • Working closely with councils for selecting casual labors, pay out wages for casual labours, payment of agreement cost for suppliers etc.. • | Project Implementation are monitored and managed well. |

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| Key result area | Major activities | Performance measures |
| Enhance island councils rural development Enhance | <ul style="list-style-type: none"> • Complete formulation of project document in consultation with relevant Ministries such as MELAD, MISE, MFED | Councils project documents are completed at the required time. |
| | Delivering project materials to outer islands or project sites. <ul style="list-style-type: none"> - Follow up monitoring work with IDOs and the council regarding delivery of project materials and implementation status on the island. - Responsible for overall completion and - acquittal of the project | |
| To ensure that problems likely to affect action plans are tackled in a timely manner | <ul style="list-style-type: none"> - To assist in initiating and preparing proposals which could best be implemented by the RPD - To work closely with MISE and other relevant sector for acquiring designs and cost estimate of the project | <ul style="list-style-type: none"> - Project documents are completed for submission for financial support |
| Compliance with relevance sectors such as Procurement Unit, MELAD, OAG, MISE etc | To work closely with relevant sectors in achieving EL/EIA, reviewed agreement, building permit and so forth prior the implementation of projects. | All projects are complied with rules, regulations and so forth. |
| <ul style="list-style-type: none"> - Efficient project implementation - Monitoring and reporting of projects | <ul style="list-style-type: none"> - To work closely with OAG for designing project agreement - To procure project materials following the procurement Act - Monitoring of projects | <ul style="list-style-type: none"> - Implemented projects are completed within timeframe - Projects are procured, implemented and monitored in a required time. |
| Sustainability of Village Banks | To assist with Village Banks when required | <ul style="list-style-type: none"> - Monitoring of Village Banks |

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| Key result area | Major activities | Performance measures |
| Enhance island councils rural development Enhance | <ul style="list-style-type: none"> • Complete formulation of project document in consultation with relevant Ministries such as MELAD, MISE, MFED | Councils project documents are completed at the required time. |
| Other Responsibility | <ul style="list-style-type: none"> - Assist with other delegated tasks from Director when required from time to time. | |

| Key Challenges | Selection Criteria |
|--|---|
| <ul style="list-style-type: none"> - The post holder is expected to work outside working hours or during weekends in times of urgent matters to accomplish tasks. - Expected to travel outer islands | <p>Qualifications and experience:</p> <p>Degree in Economics and Management and other relevant qualifications.</p> |

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