

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Public Relations Officer	3. Salary Level: L11-10/9-7	4. Division: Headquarters
5. Reports To: Permanent Secretary/Deputy Secretary	6. Direct Reports: Head of Divisions	
7. Primary Objective of the Position: Public Relations Officer ensures that the image and reputation of Ministry of Education is maintained and enhanced as an efficient, effective, responsible and responsive Ministry through high quality communications.		

8. Position Overview	
9. Financial: NIL	10. Legal: Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics
11. Internal Stakeholders: <ul style="list-style-type: none"> • Head of Division • KEF Relationship Manager • Other Relevant Stakeholders To be referred to Manager: <ul style="list-style-type: none"> • 	12. External Stakeholders: <ul style="list-style-type: none"> • Staff at MOE Headquarter To be referred to Manager <ul style="list-style-type: none"> •
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)	

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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- *KDP/KPA: KPA 1:Human Resource Development*
- *MOP Outcome: KPA 1: Human Resource Development 1.5*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Building and maintaining a strong internal culture and a positive corporate and community image	<ul style="list-style-type: none"> • Implement Communication Strategy and design, implement and review activities and community engagement strategies. 	Proactive and Creativity
1. Ensuring the production of high quality MOE publications	<ul style="list-style-type: none"> • Coordinate(research and write) internal and external publications, including media releases, newsletters, reports, brochures, media briefing notes and regular newspaper columns. 	Efficient in correspondence with HoDs, KEF RM.
2. Developing and maintaining good relationships with all stakeholders	<ul style="list-style-type: none"> • Manage media relations, ensuring Public Relations opportunities are created and explored by maintaining positive relationships with the media and by providing them with accurate and timely information. • Publicize MOE's role, innovations, services and activities to the local and wider community, businesses and government. 	Preparation of programs, like advertisement, releases, etc.

10. Key Challenges

At peak work times, additional working hours may be required to

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

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meet deadlines. Overtime is payable.	Education: <ul style="list-style-type: none">• Degree in Journalism, Communication, Psychology & other Social Science fields. Relevant community engagements
	11.2 Key Attributes (Personal Qualities): <ul style="list-style-type: none">• Fluent in both English and Kiribati Language• Computer literate• Psychologically & Physically fit• Ability to handle pressure• Knowledge of Kiribati Customs and Traditions

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