

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

Ministry: Public Service Office		Salary Level: 9-7	Division: Human Resource Management Centre
Position Title: Human Resource Officer- Human Resource Development			
Reports To: Deputy Director (HRMC)		Direct Reports: SAHRO, AHRO	
<b>Primary Objective of the Position:</b> To effectively coordinate and implement Human Resource Management Systems/Policies/Initiatives and new reforms with Ministries/Government agencies or the public service as a whole to ensure successful and effective HRM implementation for an improved quality and standard of overall workforce/public service performance.			

Position Overview	
<b>Financial:</b> There is no financial responsibility & accountability to the position unless delegated by supervisors. However, the position is required to undertake approved activities according to the approved budget.	<b>10 Legal:</b> No direct legal responsibilities, but the existing NCS, HRD and other policies may be required to be consulted particularly with policy review/development to ensure there is no duplication or clashes.
<b>11. Internal Stakeholders:</b> <ol style="list-style-type: none"> <li>Secretary &amp; Admin Staff</li> <li>Director &amp; Deputy Director HRMD</li> <li>PSPSM Staff</li> <li>HRMDC staff</li> </ol> To be referred to Manager: <ul style="list-style-type: none"> <li>Decisions requiring budget / funding of any activities</li> <li>Major changes to the work plan affecting the whole unit's business plan.</li> <li>HR policies implementation/reviews</li> <li>Taking leave outside the agreed leave roster</li> <li>Support/assistance required from staff requiring overtime or have cost implications.</li> </ul>	<b>12. External Stakeholders:</b> <ol style="list-style-type: none"> <li>Secretary &amp; Admin Staff in other Ministries/Gov't agencies</li> <li>Head of Divisions in other Ministries/Gov't agencies</li> </ol> To be referred to Manager <ul style="list-style-type: none"> <li>Prior implementing PSO's activities/roles, this position has to seek advice and approval.</li> </ul>
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b> <ul style="list-style-type: none"> <li>KDP/KPA:</li> <li>MOP Outcome:</li> </ul>	

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Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1 Ministry HRD Plan	<ul style="list-style-type: none"> <li>- To assist SHRO to disseminate and follow up the update HRD Plan for Government Ministries and SOEs, KCCI and KANGO every 3 years.</li> <li>- To assist HRD to produce the National Priority list for Preservice and Inservice.</li> </ul>	Realistic and well developed Human Resource Development Plan for each Ministry that is updated every year if needed.
2. Gok in-service scholarship- advertisement & screening and selection and Mobilization	<ul style="list-style-type: none"> <li>- Revised the application to the new changes approved by cabinet</li> <li>- Advertisement of scholarship on social media/send notice to Ministries/SoEs/KANGO/KCCI</li> <li>- Be part of screening and scoring panel for GOK in-service application</li> <li>- Informing successful applicants after HRPC approval and consideration</li> <li>- To assist in delivering a pre-departure briefing</li> <li>- Responsible for arranging flight booking for in-service students (new intake and ongoing)</li> </ul>	Targets are met- (to manage to catch starting date of school, in-service well aware of HRD policy, increase in number of successful applicants.
3 GOK In-Service Payment of Fees and Allowances	<ul style="list-style-type: none"> <li>- Payment of students allowance overseas (quarterly) and in-country allowance every semester</li> <li>- Payment of tuition fees (FNU/USP/Maritime School)</li> <li>- Acquittal and Reconciliation with Account</li> <li>- Progress report and project brief</li> </ul>	No students' complaints of late allowance (to be paid on time)
4 Briefing Papers for HRPC Consideration and Approval	<ul style="list-style-type: none"> <li>- Providing Briefings for in-service request regarding Extension, Termination, and others</li> <li>- Briefings for conversion of private to in-service</li> </ul>	A thorough and comprehensive paper to be presented to HRPC members
5 Issuance of offer of awards letter to In-service awardees	<ul style="list-style-type: none"> <li>- Issuing of offer of awards to both GOK In-service awardees and private converters (AusAID/NZAID/JICA/KOICA/Chinese etc.</li> </ul>	Everyone has its offer letter prior to leaving to undertake the In-service award at a study destination.
6 Issuance of completion letter to all In-service awardees.	<ul style="list-style-type: none"> <li>- Issuing of completion letter to Gok and private converters in-service awardees 3 months prior to their completion of their program/end of their study program.</li> </ul>	Everyone has its completion letter prior to the final exam completed/finished.
7 Assist on Skill Gap Survey exercise	<ul style="list-style-type: none"> <li>- Assist the HRMC team toward skill gap survey, to collect the data from my shared/assigned Ministries. To</li> </ul>	Skill Gap Analysis updated and reported accordingly.

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	produce the national skill gap that needs to be addressed in alignment with national priorities.	
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<p><b>13. Key Challenges</b></p> <ul style="list-style-type: none"> <li>• Working under pressure and meeting deadlines.</li> <li>• Working outside working hours when required</li> <li>• Working with different staff in other ministry where and when required.</li> </ul>	<p><b>14. Selection Criteria</b></p> <p>14.1 PQR (Position Qualification Requirement):</p> <p>Education: Bachelor Degree in either Human Resource Management or Management &amp; Public Administration,</p> <p>OR</p> <p>Diploma in Human Resource Management with 3 years post Diploma work experience as Assistance Human Resource Officer or in the Human Resource Management field.</p> <p>Experience: 3 years post Diploma work experience as Assistant HR Officer or in the HRM field.</p>
	<p>14.2 Key Attributes (Personal Qualities):</p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>○ Human Resource Management — Basic Knowledge on human resource managing members of an organization and knowledge/ability to engage in HR activities like recruitment, selection, employee development and other HR functions.</li> <li>○ General Management concepts</li> <li>○ Computer literate – Knowledge of basic computer programs / software such as Word and Xcel etc and the use of internet</li> <li>○ Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services.</li> </ul> <p><b>2. Skills:</b></p>

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	<ul style="list-style-type: none"><li>○ Time Management Skills – Manage several tasks and meet deadlines.</li><li>○ Analytical skills- be able to analyze data whether a small or big data and interpret it.</li><li>○ Business Communication skills_ bin English, communicate professionally and write a good standard of English.</li><li>○ Active Listening_ Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</li><li>○ Monitoring or Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</li></ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>○ Stress Tolerance, Cooperation, Self-Control, Concern for Others, Adaptability/Flexibility.</li><li>○ Ability to work well with others</li></ul>
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