

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Public Service Office	<b>3. Salary Level:</b> 6	<b>4. Division:</b> HRMC
<b>2. Position Title:</b> Senior Human Resource Officer (HRD)	<b>6. Direct Reports:</b> HRO & Snr Asst. HRO	
<b>5. Reports To:</b> Director, HRMC		
<b>1. Primary Objective of the Position:</b> To develop, manage & evaluate HRD (Human Resource Development) programs/policies/initiatives to ensure a that the public service workforce has the necessary competencies or has the right knowledge, skills & capabilities to perform their duties and also to ensure that there's available skills for current & future needs.		
<b>2. Position Overview</b>		
<b>9. Financial:</b> NA		
<b>10. Legal:</b> NA		
<b>11. Internal Stakeholders:</b> i. Secretary ii. Director, HRMC iii. Admin team iv. Accounts team		
<b>12. External Stakeholders:</b> i. HROs and Admin officers from all ministries/across the public service. ii. HR managers of SOE, KCCI and KANGO. iii. Donors/Development partners iv. HRPC members		
<b>13. To be referred to Manager:</b> i. Activities that involve budget. ii. Other tasks/assistance from external stakeholders that affect work plan timeline and involve cost. iii. New HRD initiatives prior implementation iv. Changes to be made to the workplan/activities v. HRD matters not covered under the HRD policy		
<b>14. Without Referral to Manager</b> i. Implementing approved workplan activities for the unit. ii. Leadership & management of team/unit iii. Drafting of briefings for HRPC meetings iv. Policy advice based on the HRD policy		
<b>15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>

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<p>i. Skill gap analysis</p>	<ul style="list-style-type: none"> <li>• Manage a skill gap survey exercise across all Ministries</li> <li>• Conduct skill gap analysis to identify critical skill gaps for each Ministry &amp; critical sectors for immediate attention</li> <li>• Use the analysis outcome as basis for development of the HRD strategy on how to address identified skill gaps.</li> </ul>	<ul style="list-style-type: none"> <li>• Skill gap analysis outcome report submitted to Director, Sec &amp; the HRPC</li> <li>• Skill gaps identified endorsed to form basis of the HRD strategy</li> </ul>
<p>i. HRD Strategy</p>	<ul style="list-style-type: none"> <li>• Develop a 3-4-year HRD Strategy for the public service to address the different types of skill gaps existing within the public service.</li> <li>• Develop/Review &amp; implement a monitoring &amp; evaluation mechanism for all HRD strategies/activities</li> <li>• Provide quarterly progress reports</li> </ul>	<ul style="list-style-type: none"> <li>• HRD Strategy approved &amp; implemented</li> </ul>
<p>ii. Talent Management</p>	<ul style="list-style-type: none"> <li>• Develop initiatives to attract, retain &amp; nurture talents within the public service, in particular those critical talents highly demanded by government.</li> </ul>	<ul style="list-style-type: none"> <li>• Talent management initiatives developed, approved &amp; implemented</li> </ul>
<p>iii. Manage the GoK In-service Scholarship and</p>	<ul style="list-style-type: none"> <li>• Manage in-service application advertisement</li> <li>• Responsible for ensuring the HRD data are maintained and updated including in-service students data.</li> <li>• Conduct refresher workshops with Ministries, SOEs, KCCI &amp; KANGO on their parts and the in-service application process</li> <li>• Provide advice on matters related to the in-service application in line with the HRD policy.</li> <li>• Coordinate digitization of the In-service application, that is shift to online application.</li> <li>• Prepare required briefings for the HRPC for In-service selections</li> </ul>	<ul style="list-style-type: none"> <li>• In-service advertised on necessary media platforms</li> <li>• Refresher workshops conducted</li> <li>• In-service online application approved &amp; implemented</li> <li>• Required briefings drafted in prep for HRPC selection.</li> </ul>
<p>iv. HRPC Secretariat</p>	<ul style="list-style-type: none"> <li>• Prepare HRPC briefings for students or other matters for the HRPC.</li> </ul>	<ul style="list-style-type: none"> <li>• Briefings are prepared and cases/matters are analyzed and aligned with the HRD policy.</li> </ul>

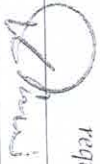
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<p>v. HRD Policy</p>	<ul style="list-style-type: none"> <li>• Manage implementation of the HRD policy &amp; provide advice.</li> <li>• Continuously Improve the HRD policy by initiating/drafting HRD policy changes based on gaps identified and/or to introduce credible HRD best practices based on evidence-based research.</li> </ul>	<p>➤ New/improved HRD policy/practices/changes introduced and approved.</p> <ul style="list-style-type: none"> <li>• Quarterly analysis reports submitted</li> <li>• New templates/policies improved/introduced approved &amp; implemented</li> <li>• Work permit data is maintained &amp; updated.</li> </ul>
<p>vi. Manage support for Work Permit Requests for public service TAs</p>	<ul style="list-style-type: none"> <li>• Oversee the Work Permit requests from Ministries/SoEs</li> <li>• Oversee management of the Work Permit database for future analysis</li> <li>• Analyze qualifications of TAs/Expats required in line with the existing/available skills/qualifications locally</li> <li>• Develop templates to continuously improve the work permit request process and data collection</li> <li>• Provide a quarterly report focusing on the analysis of incoming work permit reports</li> <li>• Initiate policy changes/developments where necessary to improve future overseas TA engagements with government in line with local/available qualification/skills.</li> </ul>	<ul style="list-style-type: none"> <li>• HRD database developed &amp; implemented</li> </ul>
<p>viii. Awareness campaigns to Senior Secondary Schools on very urgent and critical programs.</p>	<ul style="list-style-type: none"> <li>• Coordinate development of an HRD database</li> </ul> <p>Conduct/visit Senior Secondary Schools to conduct awareness and campaign on very critical and urgent programs. Participate in Career Expo programs prepared by MOE or create its own Career Expo for schools/students.</p>	<ul style="list-style-type: none"> <li>• Students (in particular Form 7s or senior forms) are aware of critical programs to help them decide their future careers/programs.</li> <li>• Schools are visited and/or a career expo is attended/initiated.</li> </ul>
<p>ix. Leadership &amp; Management of HRD team</p>	<ul style="list-style-type: none"> <li>• Effectively lead &amp; manage HRD team so as to have the team motivated to complete the Unit's goals/workplan and ensure maximum performance.</li> <li>• Encourage teamwork &amp; build positive team spirit</li> <li>• Manage team's poor attendance &amp; performance and encourage/recognize high standard of performance</li> </ul>	<ul style="list-style-type: none"> <li>• Team work within the HRD unit</li> <li>• Goals/targets achieved</li> <li>• High standard of performance &amp; team spirit with the team.</li> </ul>

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**16. Key Challenges**

- Managing grievances from applicants after In-service Scholarship Selection
- To be flexible where necessary to change or when new urgent/critical priorities emerge.
- Working beyond HRD Unit level for new urgent assignments where required – eg. at a divisional or Ministry level or HR network level.
- Ability to work outside working hours where appropriate at peak seasons – eg. In-service application selections, other new urgent assignments
- Travel locally or overseas to attend meetings/workshops when required
- Ability to work according to protocols (eg. working from home etc.) such as during pandemics or other natural disasters etc.)
- Forming partnerships and developing networks with Training providers both locally and abroad.

**17. Selection Criteria**

**17.1 PQR (Position Qualification Requirement):**

**Education:**

- Degree qualification in HRM/Management & Public Admin/Sociology/Psychology with 3 years post degree work experience in Middle Management. Experience should be in the fields of HRM/Management & Public Admin/Sociology/Psychology or relevant.
- A post graduate qualification (HRM/Management) is an added advantage.

**Experience:**

- A 3 years post degree work experience in middle management in the fields of HRM/Management & Public Admin/Psychology/Sociology or relevant.

**Job Training:** HRM/Management/Public Admin/Leadership/Project Management/

**17.2 Key Attributes (Personal Qualities):**

**Knowledge:**

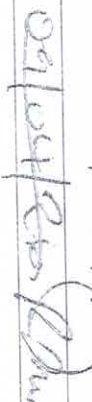
- Human Resource Management
- Human Resource Development
- Research and analytical skills.
- Ability to listen and solve others problem.
- Leadership & Management
- HRM framework
- Strategic planning/development, monitoring & evaluation

**Skills:**

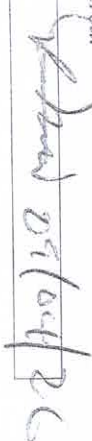
- Very Good English skills – both written and spoken
- Critical thinking & Analytical

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- Excellent interpersonal skill, negotiation, and conflict resolution skills.
- Teambuilding skills
- Competent in Microsoft Office and presentation tools.
- Ability to express ideas to an audience clearly – presentations etc.
- Ability to prioritize task and delegate them when appropriate.
- Ability to form healthy working relationship with people at any level.
- Very good organizing skills
- Excellent customer service skills both internal & external and at all levels

Attributes:

- Honest & integrity
- Flexible & adaptable
- Ability to empathize with customers, team members or colleagues
- Patient
- Respects others
- Leads by example
- Team player
- Confident

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