

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>1. Ministry: Public Service Office</p> <p>2. Position Title: Senior Human Resource Officer (PTTU)</p> <p>5. Reports To: Director HRMC</p>	<p>3. Salary Level: L6</p>	<p>4. Division: Human Resource Management Center (HRMC)</p> <p>6. Direct Reports: Human Resource Officer</p>
<p>7. Primary Objective of the Position: This position requires to develop, review, or improve policy/guideline/procedure related to a Performance and Transformation programs with an aim to boost the performance for the public service as a whole. ALSO, to supervise the Performance Improvement & Transformation Unit (PTTU) within HRMC Division.</p>		
<p>8. Position Overview</p> <p>9. Financial: NIL</p> <p>10. Legal:</p> <ul style="list-style-type: none"> - National Condition of Service (NCS) - Occupational Health & Safety Policy - Performance Management Policy 		
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> - Director and Deputy Director HRMC - All HRMC's staff - PSO admin - PSO HoDs and all PSO staff <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> - Members of HR network from all Ministries/Gov't Institutions - Admin Officers - Head of Divisions from all Ministries/Gov't Institutions 		
<p>13. To be referred to Manager:</p> <ul style="list-style-type: none"> - To inform on approaches to be conducted as part of a policy/guideline review. - To seek advice on relevant approaches to be conducted - All draft policy/guideline must be sent to a DHRMC for inputs and comments. <p>14. Without referral to Manager</p> <ul style="list-style-type: none"> - Carryout tasks/ activities stated in the workplan for PTTU - Correspondences to Ministries 		


This 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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<p>15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
<p>Key Result Area/Major Responsibilities</p>	<p align="center">Major Activities/Duties</p> <ol style="list-style-type: none"> 1. Review Performance Management System: <ol style="list-style-type: none"> i. Review a Staff Performance Appraisal (SPA) template <ul style="list-style-type: none"> - Develop a simple, easy, and more objective SPA form - Conduct a wide consultation to all Ministries/ Government Institutions based on the draft revised template to seek different views to ensure the review template suits all different professions - (Develop and conduct a presentation to HODs at all Ministries based on the draft revised SPA form). ii. Develop a Performance Management Training Package: <ul style="list-style-type: none"> - The training package covered a video presentation and an SPA guideline to be shared to all Ministries/ Government Institutions with a purpose to provide the same message to all staff at the public service. iii. Conduct a wide training session/ workshop to Human Resource Network members, HODs at all Ministries/ Government Institutions on the new SPA form (especially clarifying more on the assessment part). iv. Conduct an outreach program to all employees stationed outer islands (Training and awareness program). 	<p align="center">Performance Measures/Outcomes</p> <p>Revised SPA template complete.</p> <p>Complete a wide consultation and a final draft version is ready for Secretary/ Cabinet approval.</p> <p>Training package is ready and shared to all Ministries/ Government Institutions.</p> <p>HODs, HR Network members and all staff at Ministries are trained on the new Performance Management System (New SPA template, Guideline/ Policy).</p> <p>All employees stationed on outer islands aware on the new Performance Management System.</p>
<p>Develop/draft a robust & effective Performance Management System for the Public Service</p>		

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	<p>v. Manage and coordinate implementation of the Performance Management System and analyze performance outcomes for reporting and continuous improvement.</p>	<p>Analyze Performance Management data from Ministries for reporting and identifying gaps for continuous and future improvement.</p>
	<p>2. Job Evaluation Phase 2</p> <p>i. Coordination and involve in a preparatory task such as extracting evaluated positions and unevaluated positions for certain Ministry (using Job Evaluation Report & ER2022), then coordination of required documents for JE (PD and organizational Structure) for certain Ministries.</p> <p>ii. Attend Refresher Training and feedback sessions</p> <p>iii. Join panel in conducting evaluations for remaining positions across the public service.</p>	<p>Preparatory meeting done and the list of unevaluated positions for certain ministries is completed and send to SHRO.</p> <p>Refresher and feedback session done.</p> <p>Complete the evaluation for remaining position in the public service.</p>
<p>Performance & Culture Transformation with Employee engagement</p>	<p>3. Develop transformational programs and new initiatives to boost employee engagement and foster a positive and high performing culture in the public service.</p> <p>4. Develop motivation strategies to boost motivation and performance of employees.</p> <p>5. Develop employee reward strategies to reward outstanding and exceptional performance and performance improvement strategies for low performing employees.</p> <p>6. Guide and assist with the ongoing Best Staff award.</p>	<p>Task force meeting is done, and act accordingly as a secretariat.</p> <p>Motivation approach/strategy approved and implemented.</p> <p>Reward strategies approved and implemented.</p>
<p>Motivation & Rewards</p>		<p>Best staff identified for OB Family and announced at the OB Family Christmas & New Year function/celebration.</p>

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<p>Management and Leadership Role</p>	<p>7. Oversee the Performance Improvement & Transformation Unit</p> <ul style="list-style-type: none"> - Update workplan for the Performance Improvement & Transformation Unit and submit to DHRMC. - Distribute task to unit members and come up with an individual agreement for PTTU staff to be submitted to DHRMC. - Ensure that all activities under the PTTU workplan must be completed on time as required by DHRMC. - Send a monthly update on PTTU progress to DHRMC 	<p>PTTU workplan must be aligned to a Divisional workplan.</p> <p>Individual agreement must be completed and submitted to DHRMC.</p> <p>PTTU tasks to be completed as required by DHRMC.</p> <p>The progress update on PTTU's task is to be submitted to DHRMC first week of every month.</p>
<p>16. Key Challenges</p> <p>The post holder must work outside working hours to meet deadlines as required.</p> <p>In the absence of the DHRMC, the post holder responsible and must act on all matters such as work with TAs on new HR initiative/policy, attends meetings or rep a division in anything related to PTTU's activities.</p> <p>Liaising and negotiation with HoDs at all Ministries in any HR activities that fall under PTTU's workplan.</p> <p>Available and able to assist each Ministries anytime required on the Unit's activities.</p>	<p>17. Selection Criteria</p> <p>17.1 PQR (Position Qualification Requirement): Education: Degree in Human Resource Management/Public Administration or Management Experience: 3 years post degree experience in the HR field. Job Training: Leadership Training, Policy Development Training and other related training required for the position to be able to carry out tasks assigned.</p> <p>17.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> - Knowledge: Having knowledge on any HR functions. Also, to have a knowledge for conducting research using different sources. - Skills: - The postholder must have a leadership skill. - Computer skills in using excel, word and power point presentation 	


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- Skills in developing polices
- Negotiation skills
- Attributes:
 - The post holder must have the ability to conduct present fluently in both English and Kiribati language, and with competent in front of many audiences.
 - Ability to work well with others.
 - Self-control.
 - Stress tolerance.
 - Cooperation.
 - Concern for others.
 - Adaptability and Flexibility.

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