


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

<b>1. Ministry:</b> Ministry of Tourism, Commerce Industry and Cooperatives		
<b>2. Position Title:</b> Assistant Investment Marketing and Promotion Officer	<b>3. Salary Level:</b> 15-14/13-12	<b>4. Division:</b> Investment Promotion Division
<b>5. Reports To:</b> Senior Investment & Promotion Officer		
<b>6. Direct Reports:</b> Investment Marketing and Promotion Officer		
<b>7. Primary Objective of the Position:</b> To assist in supporting and promoting new investment into Kiribati from regional and international thus creating employment opportunities and income generation for economic growth and sustainable development.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> NIL	
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>Marketing &amp; Promotion Officer, Senior Investment and Promotion Officer</li> <li>Director BPC</li> <li>Business and Company Regulatory Division</li> <li>AS,SAS,DS,Secretary</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>Promotion and implementation activities in Outer Island to enhance Investment</li> <li>Ensure the division work within Budget and to abide with Procurement procedure.</li> <li>Assist the Marketing &amp; Promotion Officer in all aspect of foreign investment in Kiribati</li> </ul>	<b>10. Legal:</b> Foreign Investment Act 2018, National Investment Policy Framework 2018-2028. <b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>Government Ministries</li> <li>KCCI</li> <li>OAG</li> <li>Foreign Investors</li> <li>KPS</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>Assistance to be provided to the stakeholders</li> <li>Providing information related to the Ministry</li> <li>Any other advices required from these stakeholder</li> </ul>

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**13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**

- **KDP/KPA: Economic Growth and Poverty Reduction**
- **MOP Outcome: Annual report**
- **Divisional/Departmental/Unit Plan: Human Resource Development**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>i) Business Promotion Center, Investment Promotion Division</p>	<p>i) Assist in strategy formulation and marketing planning                      ii) Developing key marketing messages for all relevant geographic and sector markets                      iii) To collect and analyze the comparative product information relating to Kiribati on areas such as labour availability, costs, real estate, infrastructure, etc.                      iv) Dissemination of information on investment environment to create awareness and enhance Kiribati's image among potential investors.                      v) Assist in coordinating the division's participation in international outward and inward investment promotions missions.                      vi) Liaise and coordinate promotion effort with related complimentary agencies engaged in investment promotion to ensure effective coordination of promotional effort.                      vii) Assist in developing promotion programs in focus countries and sectors, including identification of target companies.                      viii) Handle investor's enquiries, ensuring high level of customer service by responding to investor's enquiries.                      ix) Follow up on investment enquiries received and assist investors to prepare project proposal for submission to the Investment Division.                      x) Assist Senior Investment Promotion to prepare action plans, project proposals and budget for the Investment</p>	<p>i) Number of new Investors                      ii) Number and type of new investment projects.                      iii) Number and type of promotional programmes implemented                      iv) Investors' Queries answered professionally</p>

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	Promotion Division and align them with Investment Policy Framework, MOP, KDP goals and KV20	
ii) Budget, MOP and KDP implementation	i) Assist to ensure all objectives are achieved within budget allocation ii) Assist immediate supervisors to gather information required for the development of Budget, MOP and KDP iii) To explore opportunities for capacity building to Strengthen the Division through Human Resource Development	i) Annual Report ii) Budget iii) Training Programs

<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>
<ul style="list-style-type: none"> <li>Any other duties assigned by immediate supervisors (Marketing &amp; Promotion Officer, and Senior Investment Officer)</li> </ul>		<b>11.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> Form 6 OR form 5 with 1-year relevant work experience.  <b>Job Training:</b> N/A  <b>Prerequisite:</b> N/A  <b>11.2 Key Attributes (Personal Qualities):</b> <b>1. Knowledge</b> <ul style="list-style-type: none"> <li>Innovative</li> <li>Competent with Microsoft word, Microsoft excel and other Microsoft office and all internet amenities.</li> </ul> <b>2. Skills:</b> <ul style="list-style-type: none"> <li>People management skills</li> </ul>

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	<ul style="list-style-type: none"><li>- Ability to carry out the after care of foreign investors and to assist in the implementation of all aspect of foreign investment in Kiribati.</li><li>- Fluency in both English and Kiribati language</li><li>- Active Listening</li></ul> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>- Ability to respect</li><li>- Reliable and trust or honest</li><li>- Flexible</li><li>- Must be punctual, energetic, creative and enthusiastic about work.</li></ul>
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