

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Commerce, Industry and Cooperatives	
2. Position Title: Copyright Officer (CRO)	3. Salary Level: L11-10/9-7
4. Division: Intellectual Property Division	5. Direct Reports: Director, Business Regulatory Center
6. Primary Objective of the Position: Overall administer the efficient system for the grant of titles and rights to holders and creators and owners of Copyright and related rights by commercializing their works, which will further incentive the growth of our creative cultural industries and lead to an enhanced quality of life for our local citizens.	

7. Position Overview:	
8. Financial: Nil	9. Legal: Copyright Ordinance (Cap 16),
10. Internal Stakeholders: <input type="checkbox"/> Honorable Minister <input type="checkbox"/> MCIC Secretary <input type="checkbox"/> MCIC Deputy Secretary <input type="checkbox"/> Director BRC <input type="checkbox"/> MCIC Staff To be referred to Managers: <input checked="" type="checkbox"/> Review to Copyright Ordinance	11. External Stakeholders: <input type="checkbox"/> Office of Attorney General (OAG) <input type="checkbox"/> Ministry of Internal Affairs (Cultural Division) <input type="checkbox"/> World Intellectual Property Organization (WIPO) To be referral to Managers: <input checked="" type="checkbox"/> Consultation meetings held by WIPO Technical Assistant <input checked="" type="checkbox"/> Review of administered laws

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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Copyright law Review	<ul style="list-style-type: none"> - Ensure that administered Copyright legislations is implemented 	<ul style="list-style-type: none"> - Efficient and teamwork implementation of Copyright Ordinance review, policies developed and old laws are improved.
2. Copyright and related rights holders Database	<ul style="list-style-type: none"> - Establish and updating of database on Copyright and related rights holders and also to users of Copyright works. 	<ul style="list-style-type: none"> - Regular update recording on database to ensure that all Copyright holders are available.
3. Provide Assistance to Copyright holders	<ul style="list-style-type: none"> - Provide advisory service to the owners and users of Copyright works - Provide assistance to copyright holders through the conduct of cultural, literary and other similar events to promote creative works and to enhance appreciation - Provide assistance to copyright holders in the formation of collective administrative societies etc... 	<ul style="list-style-type: none"> - To be efficient in providing assistance to Copyright and related right holders and also to users of the Copyright works when times needed.

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<p>4. Consultation, Awareness on Copyright and related rights.</p> <p>5. Copy right complaints</p> <p>6. Incoming copy rights complaints.</p> <p>7. Copy Rights compliance inspection</p> <p>8. Local & International Training and workshops on Copy right.</p>	<p>- Develop and Coordinating activities of consultations and public awareness on Copyright and related right holders</p> <ul style="list-style-type: none"> - engaging with internal and external stakeholders - Monitoring of copy rights complaints' database, and report on detrimental trends and case investigation processes. - Dealing with copy rights complaints, provide appropriate support and advice to address the issue. - Conducting copy rights inspections to scheduled islands/locations to ensure compliance of the copy rights act. - To attend local and International Training and Workshops on Copy Rights - Complete other task assigned by immediate supervisor 	<ul style="list-style-type: none"> - Regular update awareness on Copyright and related rights to Stakeholders and the public in Kiribati, Line and Phoenix Islands. - Regular reports on copy rights complaints information & trends. - Efficient assistance in dealing with incoming complainants and copy right clients. - Regular scheduled and surprise inspection and reports to be provided. - Report submitted after attending training and workshops on copy rights.
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10. Key Challenges | **11. Selection Criteria**

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<p>Coordinate and administrative activities and other task and responsibilities that may be delegated by his/her Supervisor or Senior Staff to ensure ministry objectives are achieved.</p> <p>Additional working hours may be required to meet deadlines</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Degree in Business or Commerce, Economic and Law Experience: N/A Prerequisite: N/A</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge <ul style="list-style-type: none"> - English language - Customer service - Computer 2. Skills <ul style="list-style-type: none"> - Good computing skills with competence in Microsoft word, Excel, database and use of the internet - Fluent in both English and Kiribati Language - Analytical and problem solving - Broad understanding of Kiribati Culture 3. Attributes <ul style="list-style-type: none"> - Hardworking and committed - Efficient - Effective - Cooperative - Analytical thinking

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