

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Tourism, Commerce, Industry and Cooperatives		
2. Position Title: Import Licensing Officer	3. Salary Level: L11-10/9-7	4. Division: Consumer Protection Division, BRC
5. Reports To: Secretary, MTCIC		6. Direct Reports: Senior Consumer Protection Officer & Director, BRC
Primary Objective of the Position: To administer and enforce import licensing under the <i>Price Control Act 2023</i> and its associated regulations, and to provide technical assistance to the Senior Consumer Protection Officer. The overall objective is to ensure that importers understand and comply with their legal obligations.		

7. Position Overview:	
8. Financial: Recurrent Budget	9. Legal: Consumer Protection Act 2001 and Price Control Act 2023
11. Internal Stakeholders: <ul style="list-style-type: none"> • Honourable Minister • Secretary, MTCIC • Deputy Secretary, MTCIC • Director, BRC • MTCIC Staff To be referred to Manager: <ul style="list-style-type: none"> • Applications for the Import License • Compliance inspection schedule and reports • Compliance inspection reports 	11. External Stakeholders: <ul style="list-style-type: none"> • Office of Attorney General (OAG) • Ministry of Culture and Internal Affairs (MCIA) • Kiribati Police Services (KPS) • All importers in Kiribati To be referred to Manager: <ul style="list-style-type: none"> • Cases and imposition of penalties • Inspection schedules • Consumer complaints • Compliance inspection reports

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 <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<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
<ol style="list-style-type: none"> 1. Implementation of the <i>Price Control Act 2023</i> and <i>Consumer Protection Act 2001</i> and Regulations. 2. Price control import licenising applications. 3. Literacy awareness to beneficiaries. 4. Consumer Complains related to importers. 5. Data on licensed importers. 6. Inspection information gathered from importers. 	<ol style="list-style-type: none"> 1. Administer and enforce the <i>Price Control Act 2023</i> and <i>Consumer Protection Act 2001</i>, including associated Regulations. 2. Review Price Control import license applications to ensure fairness and competitiveness. 3. Coordinate and facilitate awareness programs to educate the public on licensing requirements and their significance. Develop awareness materials. 4. Handle incoming complaints regarding Price control import licensing; conduct meetings with concerned importers. 5. Monitor and maintain a database on Price Control Licensed Importers. 6. Conduct regular inspection and verify information provided by traders against relevant databases and regulations: prepare weekly reports on licensed importers. 	<ol style="list-style-type: none"> 1. The Price Control and Consumer Protection Act are properly enforced and compliance ensured. 2. Issue certificates for applications approved by the Secretary. 3. Awareness programs and materials to be developed and submitted to the Secretary. 4. Complaints are resolved efficiently: consumers are satisfied with the service provided. 5. Licensed Importers database updated regularly on a timely basis. 6. Weekly reports on licensed importers are submitted to the Secretary.

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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> ❖ To perform the job professionally and willing to engage other responsibility under the direction by his or her Supervisor or Senior Staff from time to time. ❖ To accept tasks assigned from time to time by superior staff within the Ministry ❖ To accept and complete tasks at a given deadline ❖ To handle internal and external challenges faced while working, and to keep the division well managed and under control at all times. ❖ To work late and outside normal working hours at times where there is need. ❖ To deal with complex issues and complaints from the public regarding importers. 	<p>11.1 PQR (Position Qualification Requirement): Education: Bachelor Degree in Business Law, Economics, Commerce and related fields.</p> <p>Job Training: N/A</p> <p>Prerequisite: N/A</p> <p>Experience: 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 - Active listening - Reading Comprehension - Analytical and problem solving 3. Attributes <ul style="list-style-type: none"> - Hardworking and committed - Efficient and effective - Pro- active - Cooperative

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	<ul style="list-style-type: none">- Creative- Punctual- Analytical thinking
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Approved by:

Date of Issue: 06/01/2026