

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Women, Youth, Sports and Social Affairs		
2. Position Title: Community Development Officer (CDO)	3. Salary Level: 13-12/11-10	4. Division: NGO Development Division
5. Reports To: Principal NGO Officer	6. Direct Reports: Senior Community Development Officer	
7. Primary Objective of the Position: Reporting to his/ her managers as senior officers, the Community Development Officer will be responsible for undertaking a range of administrative tasks for the purpose of providing efficient and accurate assessing and processing of applications and other documents for all Communities, NGO and FBO registration and community mobilization and awareness programs, assisting implementation of obligations stipulated under the existing registration Acts of incorporated societies and religious bodies (ISA 2002/ amended 2023 & RBRA 2018), renewal of registration in accordance with current registration standards and guidelines, and established processes of new communities and associations . Not only but will assist as the key person for all SSF related matters and to assist to develop Strategic Partnership programs with communities and NGOs. He or she will be in a good position in providing administration with efficient management of the grant in order to avoid any misuse may arise from recipients. Any social benefits of government with others (SSF/OB Community grant, donors’ grant to communities and churches) is one of the paramount importance for his/her job as a ‘watchdog’ in terms of protection for any abuses and misuses may harm government and public at large from recipients and or other forces outside. All of their related roles be executed within the GSPP with communities and FBOs.		

8. Position Overview	
9. Financial: N/A	10. Legal: - Religious Bodies Registration Act, 1985 - Incorporated Societies Act 2002/ 2023
11. Internal Stakeholders: Principal NGO Officer	12. External Stakeholders: OB

This is 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.

Approved by: Marianne Namakin	Secretary MWYSSA	Date of Issue: 13 June 2023
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• Senior Community Dev Officer • NGO Program Officer To be referred to Manager: • Relevant matters of registration policies and existing laws for NGOs and FBOs • Budget or any cost needed re registration procedures • Information papers re registration database and statistical matters • Quarterly administrative report of registration • Or any matters may needs authorities' advice	• Immigration Office • Taiwan Embassy • Ministry of Finance • MOE • NGOs • FBOs • Customers • Outer Island Councils • ASWOs To be referred to Manager • Critical outcomes from the service made to the above customers and whatever may needs further advices from higher authorities.
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Assessing and processing applications to all non-governmental and faith-based organisations and communities.	Assess and process applications for registration accurately and promptly and in a manner that is consistent with agreed policies, processes, procedures and relevant professional registration standards.	Legislation standard is empowered with less public complaints.
	Complete all work according to established processes, standards, and timeframes and quality benchmarks, as reviewed and agreed from time to time.	Task weekly report produced coupled with the outcome of the 'accountability system' on its reporting basis.

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	Provide regular and accurate data or statistics to Senior Officer regarding applications caseload management.	Written advices and updated statistical data to Secretary and HM' for information received on time.
	Assist in developing and maintaining the Register Book of the two existing laws and ensuring that information that is entered is accurate, up to date, and appropriately filed, and Ensure a timely and service oriented approach is taken towards all requests, applications, and enquiries received via multiple channels of contact from all stakeholders.	Register Book of the two Act for registration exists and updated with its accuracy.
	Assisting in providing papers re registration matters which may be needed from time to time of by managers.	Related concept papers are produced on time
	Perform all other reasonable duties as assigned by the Manager or Senior Officer	All delegation tasks were done with documentation.
SSF Management	Assist to compile SSF report on annual basis to donor partners and other relevant stakeholders	SSF annual report produced on quarterly basis
	Assist to coordinate and do an efficient management of SSF to ensure all funds and projects received from FBOs and or NGOs are entirely well managed and comply with the standard grant policy.	SSF Reconciliation statement produced and project management is in place. Filing system of SSF Acquittals and Returns are in place.
Communication and Document Management	Provide clear and accurate written and verbal information and advice to applicants for registration, existing registrants, the public, and other related agencies, and Perform a full range of administrative functions associated with the registration standard and guidelines, including handling enquiries and preparation of general and sometimes complex correspondence.	Standard customer service adhered with the evidential record reveals the <i>down</i> complaints received from stakeholders

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	Administer, monitor and evaluate the effective implementation of Incorporated Societies Act and Religious Bodies Registration Act in accordance with their existing regulations.	Periodical organisation site visit report available, and project progress can be easily assessable.
	Provide necessary administrative support related to financial transactions associated with application and registration fees.	Regulation necessity of Incorporated Societies Act and Religious Bodies Registration Act completed.
	Analyse applications and articulate evidence-based recommendations for decision by a NGO Advisory Committee (KNNAC), and prepare relevant documentation and correspondence following each meeting.	All organisations registration no longer made by one head person but processed fairly and thoroughly by KNNAC. Decision making more genuine.
	Ensure a timely and service-oriented approach is taken towards all requests, applications and enquiries received via multiple channels of contact from all stakeholders.	NGO Registration website exists and all registration matters can be served also via e-tech.
	Ensure that the existing NGO Database is always updated and both soft-copy and hard-copy documentation is recorded, filed and stored in line with procedures.	NGO Registration Database updated and ready for federal and public usage.
Community Mobilization and Awareness Training programs	To assist communities under the development of the Government Strategic Partnership Programs (GSPP) to strengthen community partnership with government in maintaining peace and welfare improvement activities.	Existing number of MOUs to be developed and maintained. new legislative will be developed for sustainability purposes.
Social Benefit and other Gov't and donors grants for communities and FBOs	To assist as 'watchdogs' to all church congregations and communities and to do the functions/ works MWYSSA wants to reach some level of protection from any forces of abuses and misuses for social benefits and other grants from community or church member may harm the	The role of social benefits and other gov't grants to communities, FBOs are all incorporated and executed under Gov't Strategic Partnership Policy (GSPP).

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	government and the public at large, and to provide that same kind of protection to a community/ FBOs and its members.	New legislative and or policies developed for the protection of social benefits and other gov't grant from abuses and misuses by groups or individuals.
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14. Key Challenges	15. Selection Criteria
- At peak work times, additional working hours may be required to meet deadlines. - The post holder would be involved and exposed to meetings and dialogues with some hierarchy people such as unimwane, Head of Churches and others. - The post is occasionally required to respond and liaise with other authorities outside the bureau re NGO Record, and - may confronted with controversial issues may arise from the communities and or to do reporting which quite sensitive for government and public interest.	Qualifications and experience: Bachelor's degree in Population Studies or any Statistical Certificate, or in Accounting, Management or any Community Development and Social Work or other elated field; or Form 7 Senior Certificate with relevant experience of accounting, statistical studies, social work, or any relevant fields/ areas in Community Development Services plus at least 2 years relevant working experience. OR Key attributes: - Computer literate, esp with Excel and Database programs - May have familiarity of being working with Finance, Planning, FBOs and NGOs environment for at least 1 years - Have a good leadership and team leading spirit, and - Sociable and religious is more desirable.

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