

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Office of the Attorney General		
2. Position Title: Executive Assistant (EA)	3. Salary Level: L13-12/11-10	4. Division: Corporate Service
5. Reports To: Attorney General	6. Direct Reports: Attorney General	
7. Primary Objective of the Position: Ensure efficient and quality secretarial services supporting the enhancement of the AG’s role so as to contribute to the achievement of AG’s goals and objectives in line with the Government policy.		

8. Position Overview	
9. Financial: Nil	10. Legal:
11. Internal Stakeholders: - Attorney General - HODs - Staff To be referred to Manager:	12. External Stakeholders: - EAs from other all Ministries - AG's Guests To be referred to Manager

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:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

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
Profession secretarial services (to the Attorney General(AG)/OIC)	Screening and dissemination of incoming calls to appropriate officers.	Efficient and accurate selection of issues for the AG's concern.
	Arrange traveling bookings and itinerary for the AG and staff	Resourceful and efficient, and to provide clear and thorough details or concerns for the trip to avoid disruptions.
	Arrange for and provide protocol services to the Attorney General and his/her client	To satisfactorily provide professional and quality service to avoid any complaint
	Arrange and make bookings of appointment and meetings and act as a gate keeper deciding which messages and which visitors or callers need to go directly to their employer.	To be prompt, resourceful and efficient to enable the smooth conduction of meetings and visits
	Draft confidential correspondence for the Attorney General/OIC	To be professionally accurate and reliable in order to alleviate the AG/OIC's load. To be completed and submitted on time.

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.

Approved by:

Date of Issue:

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

General administrative and registry services	Extraction of all issues of concerns from the minutes of the Executive meetings inclusive of but not limited to; Developments Coordinating Committee, Head of Departments meeting, etc.	Efficiently extracted and submitted to the AG/ OIC
	Distribution and following up on tasks delegated by AG/OIC	Accurate distribution and prompt following up of tasks as per delegation
		with regular progress reports to the AG / OIC
	Prudent management, monitoring and filing of all documents with special attention to any highly classified and confidential documents.	Total control of all issues concerned to the managing, monitoring, filing and protection of all documents charged with for efficiency and confidentiality.
14. Key Challenges		15. Selection Criteria

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:

Date of Issue:

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

- negotiation with the AG's clients over the phone - working overtime - time management	15.1 PQR (Position Qualification Requirement): Education: 1-University Diploma in Management (rest of requirement is not necessary) Or Form 5 with Cert in Secretarial (Business) / Supervisory Skills plus 3 years in registry work Or Form 3 with Cert in Secretarial (Business)/ Supervisory Skills plus 3 years in registry work with a pass in English course from any recognized Tertiary Institution. Experience: Job Training: 15.2 Key Attributes (Personal Qualities): 1. Knowledge - Fluency in both English and Kiribati Language. -Competent with Microsoft Word, Microsoft Excel, Email and Internet facilities -Knowledge of office courtesy and protocols
---	---

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:

Date of Issue:

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

	2. Skills - Proven ability to professionally service, negotiate and coordinate meeting appointments and traveling itinerary. - Proven ability to manage, monitor and protect intellectual and confidential properties and documents of the Minister. - Ability to contribute to the efficiency conduction of the Minister, Secretary's / OIC's job - Through understanding of the Government of Kiribati working relation policy and procedure, legislations and constitution including the operational functioning of the office. - Ability to research and provide accurate reports for use by the Minister or Secretary/ OIC in and outside office. 3. Attributes - efficient & Effective - Hardworking and dedicated - Active Listening

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:

Date of Issue: