

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communication, Transport and Tourism Development		
2. Position Title: Senior Development Planner	3. Salary Level: 6-5	4. Division: Planning and Statistics Unit
5. Reports To: Secretary	6. Direct Reports: Director of Research & Development	
7. Primary Objective of the Position: To assist in the formulation and management of development projects and to assist Director (R&D) to provide advice on economic and financial issues appropriate for policy decision making in the respective sectors of communications, transport and tourism		

8. Decision Making Authority <i>(only to be completed by decision making positions)</i>		
Decision Making Authority	Key Contacts/Position	Frequency and Purpose
8.1 Without Referral to Manager: - Research, formulate, appraise, coordinate and manage all development projects of the Ministry and Companies under its auspices using computerized project management software - Well conversed with tools for conducting investment analysis of projects and be exposed to relevant training in the area of project planning and management - Able to offer reliable/worthwhile advice to Director (R&D) and Secretary and divisional heads on development policy issues, economic and financial issues as appropriate.	- All Government Ministries and key stakeholders	- Daily

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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- Multi-skilled, as he/she is required to impart advice in the areas of transportation (Airport/Port/Shipping Economics and finance, budgeting and forecasting) and communication and also be actively involved in all development efforts of the Ministry and its Divisions.				
8.2 After consultation with Managers or others: - Provide policy guidance on socioeconomic issues in the areas of communications, transport and tourism; - Coordination of inputs to policy development and implementation	- All stakeholders	- Daily		
8.3 Referred to Managers: - Highly specialized topics requiring technical knowledge/expertise; - Implementation issues due to unclear policies and - Issues requiring coordinated efforts or teamwork	- Secretary and HODs	- Frequent with HODs		
9. 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		
Timely submission of the Ministry’s development projects	Advise the Secretary on Development Policy issues	Daily		

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Formulation and or assists in formulation, monitoring, coordination and acquitting of all development projects of the Ministry's together with companies under its auspices	Assist and advice HODs in the formulation and review of development activities and current programs	More frequently with HODs	
Impart economic, financial and business development advice to Divisional Heads and Companies under the auspices of the Ministry which are of relevant to policy decision making	Assist in the formulation of Ministry and its Companies Development Projects Appraisal	- Quality, timely and updated economic reports - Quality and timely policy advice related to economic and development issues	
Formulation of Development Budget	Monitoring of Development projects both financially and physically	Daily	
Strict and effective budget control	Handling and Dealing matters	Daily	

10. Key Challenges	11. Selection Criteria
• Ability to work under pressure due to tight deadlines; • Ability to work odd hours; • Ability to communicate succinctly; • Ability to produce very high quality project documents and reports; • Versatility to occasionally take on leadership roles if Admin staff are fully occupied or absent from base	11.1PQR (Position Qualification Requirement): • Bachelor's degree in economics (or Applied Economics or equivalent with 3 years' post degree work experience in Project Management at a mid-senior level in Government or the Private Sector. Familiarity with communication, transport issues as currently faced by Kiribati would be an advantage but not a requirement 11.2 Key Attributes (Personal Qualities): Highly motivated, industrious, reliable, efficient, an effective problem solver, innovative, with sound leadership knowledge and skills to be able

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	resolve disputes (related to project implementation) quickly and effectively
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