

GOVERNMENT OF KIRIBATI POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services 2. Position Title: Human Resource Officer 3. Reports to: Secretary	4. Division: Human Resource Division 5. Salary Level: L9-7 6. Direct Reports: Deputy Secretary
7. Primary Objective of the Position: To effectively coordinate and implement HRM Systems/Policies/Initiatives and new reforms within the Ministry of Health and Medical Services, in line with Public Service Office and Public Service Commission requirements, to ensure successful and effective HRM implementation for an improved quality and standard of overall health workforce and public service performance.	
8. Position Overview 8.1 Financial & Legal Accountabilities: 8.1.1 Financial Accountability: None 8.1.2 Legal (Governing Instruments): 1. Human Resource Development Procedures Manual 2. Recruitment Policy 3. Performance Management System 4. National Conditions of Service 5. Public Service Commission (PSC) directives and guidelines on appointments, contracts and discipline	
8.2 Stakeholders:	
i. Internal: 1. Secretary, Deputy Secretary and Senior Assistant Secretary 2. Directors and Heads of Divisions/Units 3. Admin Officers and Registry Team 4. Health facility administrators and staff (Tarawa and outer islands)	ii. External: 1. Public Service Office, including the Human Resource Management Centre 2. Public Service Commission (PSC) 3. Human Resource Officers and Admin Officers from line ministries 4. State Owned Enterprises (i.e. PUB, PVU, etc.)
8.3 Duties: 8.3.1 To be referred to Supervisor (Deputy Secretary / Senior Assistant Secretary): 1. Major changes to the Final Workplan	

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2. Reviews and implementations to HR Policies.
 3. Decisions requiring budget/funding of any activities.
 4. Recommendations on recruitment, appointments, contracts and disciplinary matters prior to submission to the Secretary, PSC or Public Service Office.
- 8.3.2 Without Referral to Supervisor:
1. Correspondences
 2. Letters
 3. Routine updating of staff records and leave registers.

9. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP KPA:**
- **MSP**
- **Divisional/Departmental/Unit Plan:**

Key Result Area	Activities	Performance Measures & Success Indicators
1. Recruitment, Selection & Appointment Coordination (Ministry of Health and Medical Services)	1.1 Coordinate recruitment and selection for vacant positions within the Ministry by: i. Preparing vacancy requests, position descriptions and advertisements in line with the Recruitment Policy. ii. Coordinating shortlisting, interview panels and selection reports, and taking minutes where required. iii. Preparing appointment, promotion and transfer documentation for approval. 1.2 Assist with orientation and induction of newly appointed staff.	Vacancies processed within agreed timeframes and in accordance with the Recruitment Policy. Complete and accurate recruitment files submitted for approval.
2. PSC Submissions & Contract Management	2.1 Prepare and submit PSC papers and supporting documentation on appointments, promotions, transfers, acting appointments and other staffing matters. 2.2 Prepare, issue and monitor employment contracts for the Ministry, including renewals, variations and expiries. 2.3 Maintain a contract register and alert the Senior Assistant Secretary and relevant Divisions of upcoming expiries.	PSC submissions completed and lodged before PSC meeting deadlines. Contracts issued before commencement dates; contract register kept up to date.

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3. Staff Discipline & Employee Relations	3.1 Coordinate disciplinary processes in accordance with the National Conditions of Service and PSC guidance, under the direction of the Secretary and Deputy Secretary, by: i. Receiving and registering complaints and allegations, and preparing initial reports for the Senior Assistant Secretary. ii. Preparing notices, charge documents, investigation and hearing documentation, and recording minutes. iii. Preparing recommendations and PSC submissions on outcomes. 3.2 Provide advice to supervisors and staff on employment conditions, leave entitlements and employee relations matters. 3.3 Ensure confidentiality and proper record keeping of all disciplinary matters.	Disciplinary cases processed within required timeframes and procedures. Case files complete, confidential and ready for review by the Deputy Secretary/Senior Assistant Secretary and PSC.
4. Performance Management System for the Ministry (implementation/policy advice)	4.1 Assist in the implementation of the Performance Management System (PMS) within the Ministry by: i. Assisting in the training and awareness of Divisions and employees on the revised PMS, including health staff stationed at outer islands and in health facilities. ii. Assisting with distribution, collection and recording of performance plans and appraisals. iii. Following up with Divisions and facilities on outstanding performance documents. 4.2 Assist with coordination of performance management data as well as providing advice on the PMS. 4.3 Assist in the logistics and correspondences for PMS meetings and training, and provide secretarial support, including minutes. 4.4 Support transformational programs that foster a high performing health workforce.	PMS implemented across all Divisions and health facilities of the Ministry. Number of training and awareness sessions carried out. Meeting papers circulated before meetings and minutes provided within 2 days after the meeting.
5. Performance Analysis, Reporting & Improvement strategies	5.1 Analyse performance reports from Divisions based on the performance appraisal outcomes – identify performance gaps etc. 5.2 Assist with development of the performance improvement strategies.	Performance analysis report showing individual Divisions and the Ministry as a whole. Gaps identified and improvement strategies submitted.

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6. Implement Public Service reforms and new initiatives, policies and/or transformation programs.	6.1 Job evaluation – assist with implementing the outcome of the JE exercise within the Ministry. 6.2 Transformational or employee engagement programs for the public service – assist in development, coordination, implementation and evaluation of new programs developed. 6.3 Coordinate Best Staff Award for Ministry of Health and Medical Services staff and liaise with the Office of te Beretitenti (OB) Family Ministries/Organizations. Assist in making improvements to the best staff award system and process by sharing ideas and making inputs to what has been developed by the Senior Assistant Secretary.	Transition of the current salary scale to the new salary grading system. New transformation/engagement program implemented and reported. Comments and feedback received by the Senior Assistant Secretary.
7. Workforce Administration & Records	7.1 Process leave, transfers, acting appointments, increments, in-service applications and terminations in accordance with the National Conditions of Service. 7.2 Maintain accurate staff personal files, establishment records and HR databases for the Ministry. 7.3 Assist in the evaluation of establishment and in-service proposals from Divisions and come up with recommendations to be discussed with the ER committee for approval.	Staff records and establishment data accurate and up to date. Staffing requests processed within agreed timeframes.
8. Correspondences	8.1 Respond to incoming files/letters that are related to HR matters of the Ministry.	Correspondences sent.
9. Support other Units within the Ministry and the Public Service	9.1 Assist in any tasks from different Units such as screening of In-service application forms and other HR-related tasks as directed by the Deputy Secretary/Senior Assistant Secretary.	Assist in any tasks required from other units.

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10. Key Challenges

- Working under pressure and meeting deadlines.
- Working outside working hours when required.
- Working with different staff across Divisions and health facilities in the Ministry, including those at outer islands.
- Handling confidential and sensitive matters, including disciplinary cases, with discretion and fairness.
- Liaising and negotiating with HoDs at all Divisions of the Ministry in any HR activities that fall under the HR Division's workplan.

11. Selection Criteria

11.1 PQR (Position Qualification Requirement)

Education: Degree with a major in Human Resource Management or Management/Administration, Economics, Accounting, Sociology, History, Politics

11.2 Key Attributes (Personal Qualities)

- Ability to work well with others.
- Self-control.
- Stress tolerance.
- Cooperation.
- Concern for others.
- Adaptability and Flexibility.

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