

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy (MISE)		
2. Position Title: Deputy Secretary	3. Salary Level: L4	4. Division: Admin
5. Reports to: Secretary	6. Direct Reports: Senior Assistant Secretary and/or Heads of Departments	
<p>7. Primary Objective(s) of the Position: As the Deputy Secretary of the Ministry of Infrastructure and Sustainable Energy (MISE), you will play a critical leadership role in ensuring the Ministry delivers high-quality services to its clients while contributing to the achievement of Government priorities and national development objectives. As the second-most senior leader within the Ministry, you will provide strategic leadership and oversight across key functions, including strategic planning, policy development, organizational performance, and people management.</p> <p>The Ministry of Infrastructure and Sustainable Energy (MISE) is responsible for the planning, development, management, and maintenance of national infrastructure, including water and sanitation systems, roads and bridges, public buildings, and sustainable energy services throughout Kiribati. Through its technical and support departments, MISE implements infrastructure and energy programs that promote economic growth, effective public service delivery, environmental sustainability, and climate resilience. The Ministry works closely with government agencies, development partners, and communities to ensure that infrastructure and energy systems are safe, reliable, efficient, and sustainable for all I-Kiribati.</p> <p>In this role, you will provide leadership and oversight of the Ministry’s corporate enabling functions, including finance, procurement, human resources, administration, information and communications technology (ICT), and institutional strengthening. You will ensure these systems operate effectively, efficiently, and in compliance with government policies and regulations to support the successful delivery of infrastructure, water, and energy programs.</p> <p>As a member of the Ministry’s senior leadership team, you will champion a values-driven culture founded on accountability, innovation, transparency, and service excellence. You will model these values in your leadership and decision-making, fostering strong internal collaboration and maintaining productive relationships with stakeholders, development partners, and the public. The challenges and opportunities within this role have the potential to create meaningful and lasting impacts for Ministry staff, the communities they serve, and the people of Kiribati as a whole.</p>		
8. Key External Relationships: As one of MISE’s senior leaders, you will have the opportunity and responsibility to represent the Ministry with a number of external stakeholders including development partners like DFAT or the World Bank, Kiribati		

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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government entities including the Public Service Commission and other Ministries, state-owned enterprises (SOEs) like the Kiribati Ports Authority, and also the individual citizens of Kiribati.		
9. Financial: To be confirmed	10. Legal: To be confirmed	
11. To be referred to Manager: <ul style="list-style-type: none"> i. MOP preparation and progress report ii. Personnel matters related to NCS iii. Budget preparation iv. Personnel matters related to NCS v. HRM Framework vi. Preparation of Cabinet Papers 	12. Without referred to Manager <ul style="list-style-type: none"> - Advise on institutional changes within the Ministry to bring about more effective and efficient delivery of the Ministry's development objectives and goals. - Routine tasks 	
13. Core Competencies <ul style="list-style-type: none"> • Financial and operational management • Organizational systems strengthening • Integrity and accountability • Process improvement and efficiency orientation Stakeholder coordination		
14. KEY ACCOUNTABILITIES		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Strategic Planning and Reporting (Ministry Strategic Planning)	<ul style="list-style-type: none"> • Oversee the development, implementation and administration of the MSP, ensuring that KDP requirements are met. • Chair the MSP Taskforce, coordinate progress reports from all Divisions of the Ministry and undertake monitoring and evaluation of the MSP review workshop 	<ul style="list-style-type: none"> • Timely endorsement of final MSP • All KDP and MSP objectives relating to Administration are achieved on time • MSP implementation progress is regularly tracked and evaluated • All MSP reports from Divisions are compiled, submitted presented to SRO and HM, as required

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	<ul style="list-style-type: none"> • Compile progress reporting on achievement/lessons learned of MSP/KDP activities • MOP Preparation • Progress report on achievement of MOP activities 	<ul style="list-style-type: none"> • Timely compilation and submission/presentation of all KDP reports to NEPO/MFED
Stakeholder engagement	<ul style="list-style-type: none"> • Participate and lead on behalf of Ministry in absence of SRO, during meetings and negotiations with development partners (WB, MFAT, DFAT, JICA, UNICEF, etc) • Participate in the National Water Steering Committee, so as to act as chair in the absence of SRO • Represent the Ministry in various committees of the Ministries 	<ul style="list-style-type: none"> • Development partners are well consulted and adequately informed of Ministry's priorities and needs to mobilise resources towards various developmental areas of MISE • All national water issues are well coordinated with relevant Ministries and development partners • Adequate support to MTCIC as terms of the MISE portfolio are given due priority.
Policy Development and Analysis	<ul style="list-style-type: none"> • Assist SRO in the development and review/analysis of existing policies, through preparation of Cabinet papers, briefings, and discussion papers 	<ul style="list-style-type: none"> • Timely submissions of Cabinet Papers, briefings, concept and discussion documents
Financial Management and Budgeting	<ul style="list-style-type: none"> • Lead Budget preparation and assist SRO to defend it during parliamentary debate, with the assistance of Senior Accountant (SA) • Monitoring monthly account expenditures against the budget and taking any necessary action for vote transfers or virement at the advice of SRO • Authorize expenditure 	<ul style="list-style-type: none"> • Timely submissions of annual recurrent and development budget • Monthly account statement is produced on time • Vote transfers are actioned as required by Divisions/Vote Managers • ALL PV/LPO actioned within 1 day of receipt, in accordance with delegation and financial regulation

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	<ul style="list-style-type: none"> • Ensure financial control, accountability and advice on financial adjustments • Support compliance with government financial regulations 	<ul style="list-style-type: none"> • Budget execution rate (%)
Procurement and Contract Management	<ul style="list-style-type: none"> • Oversee procurement planning and execution processes • Ensure compliance with procurement regulations and donor requirements • Improve efficiency and timeless procurement approvals • Support contract administration systems 	<ul style="list-style-type: none"> • Procurement plans developed and implemented annually. • Procurement activities completed within approved timeframes. • Compliance with procurement policies and donor requirements maintained. • Reduced procurement delays and contract-related issues. • Effective contract performance monitoring systems in place
Customer Service (Client Service)	<ul style="list-style-type: none"> • Oversee that proper CS is practiced at every Divisions and branches of the Ministry • Provide advice to technical officers on the Administration requirements of the Ministry, including budget, policy, and planning requirement 	<ul style="list-style-type: none"> • Reduced time to respond to public complaints • Reduced number of public complaints • Customer satisfaction with service rendered by Ministry staff, via phone, mail and in writing • Accurate advice is provided within two days of request • All Ministries Administration requirements are accurate and completed on time.
Management of SOE	<ul style="list-style-type: none"> • In liaison with General Manager of Plant and Vehicle Unit (PVU), provide management oversight of the SOE 	<ul style="list-style-type: none"> • PVU is under control to align with the Ministry's portfolio without incurring unnecessary additional costs

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	operational, legal and political issues for the Ministry as may be required over time	
Organizational structure and administrative oversight	<ul style="list-style-type: none"> • Co-shape the Ministry's evolving structure • Provide administrative guidance/support to the four-building divisional cluster (Architectural Design Division, Cost Planning Division, Building & Maintenance Division, and Quality Control & Inspection Division) • Undertaking other duties 	<ul style="list-style-type: none"> • Organizational structure in place • All four Building Divisions are mainstreamed administratively and aligned with objectives of MSP and KDP.
Human Resource Management	<ul style="list-style-type: none"> • Lead workforce planning recruitment and retention strategies – work closing with Human Resource Officer • Implement performance management systems – work with HRO • Oversee staff training and capacity development programs – work closely with HRO • Ensure appropriate staffing structures across the Ministry – Work closely with HRO 	<ul style="list-style-type: none"> • Staff performance reviews completed annually • Training and development plans implemented • Improved staff capability, engagement, and retention
Administration and ICT Services	<ul style="list-style-type: none"> • Oversee administrative support services and logistics • Ensure effective ICT systems for operational efficiency • Maintain internal operational systems and infrastructure 	<ul style="list-style-type: none"> • Administrative services delivered efficiently and effectively. • ICT systems maintained with minimal downtime. • Operational assets and facilities adequately maintained. • Improved operational efficiency and service delivery across the Ministry.

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Donor Fiduciary Management	<ul style="list-style-type: none"> • Ensure compliance with financial and procurement requirements of development partners • Oversee financial reporting for externally funded projects • Support audit processes and accountability requirements 	<ul style="list-style-type: none"> • Donor-funded projects comply with fiduciary requirements. • Financial and progress reports are submitted on time and accepted by donors. • Audit findings addressed promptly. • Strong donor confidence and continued funding support maintained
Institutional Strengthening	<ul style="list-style-type: none"> • Improve internal systems, controls, administrative efficiency • Promote transparency, accountability and good governance practices • Support continuous improvement of corporate processes 	<ul style="list-style-type: none"> • Improved effectiveness and efficiency of corporate systems • Continuous improvement initiatives implemented and monitored • Enhance organizational performance and service delivery.
Team culture and people management	<ul style="list-style-type: none"> • Represent the Secretary • Contribute to building a supportive and high-performing team culture 	<ul style="list-style-type: none"> • Staff satisfaction
Authority and Decision making	<ul style="list-style-type: none"> • Approves and Manges financial and procurement systems within delegated authority • Oversee HR and administrative system of the Ministry • Ensure fiduciary compliance for all projects <p>Does not exercise authority over technical project design or prioritization</p>	

15. Key Challenges	16. About you: Selection Criteria
<ul style="list-style-type: none"> • A key challenge of the position is leading and coordinating administration activities of the Ministry and ensuring that technical staff can perform their roles effectively. This may 	<p>Position Qualification Requirement: Post-graduate degree, preferably in fields such as Public Administration, Business Administration, People Management, Project Management, Policy Development, Economics and Administration.</p>

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include providing advice to technical staff on administrative matters and mentoring other Admin colleagues to assist appropriately. Readiness to act as Officer-in-charge in absence of SRO from time to time.

- Controlling and managing expenditure to be in line with a given divisional budget and in accordance with advice from SRO.
- Helping to lead a Ministry with complex and wide-ranging mandate.

Work Experience: 5 years relevant work experience at senior management level or 7 years work experience at middle management level. *Position Qualification Requirement (PQR)*

Skills:

- Ability to interact with and contribute to Boards of Directors
- Proven ability to actively listen
- Demonstrated skill in conveying information effectively
- Proven skills in monitoring, negotiation and persuasion
- Ability to lead strategic planning

Strong understanding of:

- Customer service
- Administration and management
- People management and human resources

Personal attributes:

- Socially perceptive
- Critical thinker
- High achiever
- Transparent
- Collaborative
- Proactive
- Innovative
- Problem-solver
- Efficient
- Effective
- Creative
- Approachable

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