GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education	

2. Position Title: Assistant IT/Statistic Officer	**3. Salary Level:** 12-7	**4. Division:** Technology supporting Information Management Units.

5. Reports To: IT Officer, Statistic Officer, Senior IT Specialist	**6. Direct Reports:** (Write No. & Position Title: Senior IT Specialist)

7. Primary Objective of the Position: To perform tasks assigned by the Officer in Charge of Technology Supporting Information Management Units (TSIMU) and in is more responsible for assisting IT/Statistic Officer for the day to day operational activities of help desk and entering data

8. Position Overview	
9. Financial: Up to $4,143.00 or more	10. Legal: Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics
11. Internal Stakeholders: • All JSS, Primary, Senior and Combine Secondary Principals • FMU Manager • Store man FMU • Exam Officers • CDO's • EM Team	12. External Stakeholders: • National Statistic Officer • IT Suppliers, • Exam Units Officers • Principals and Teachers To be referred to Manager • Help assist Statistic Officer in reporting and distribute the copy of digest on time

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.

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To be referred to Manager: • Consultations for survey form • Sending reminder to Principals 2 week before due date • Report any issues regarding late/non return survey to DEO's or Senior IT Specialist • Report any error in the survey to concern principals	• Response to enquiries regarding data from KEMIS • Collect and Follow-up data from Exam Units, CDRC's and National Statistics for the production of digest of Education. • Sent remind letters to school did not attend their survey from on time.

13. KEY ACCOUNTABILITIES(*Include linkage to KDP, MOP and Divisional Plan*)
- *KDP/KPA: KPA 1:Human Resource Development*
- *MOP Outcome: KPA 1: Human Resource Development 1.5*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. To assist Statistic officer in Processing the Digest of Education	- Digest of Education Production 1. Preparation of eSurvey/survey forms for individual schools for dispatch 2. Keeping records of dispatched and returned ASC 3. Data entry & uploading processing into Kemis Portal database online 4. Entering comments and identifying problems in surveys that needs reviewing by supervisor regular reminder of schools with unreturned surveys.	Education Digest procedures annually

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	5. Regular reminder of schools with unreturned surveys. 6. Collecting, classifying of unreturned ASC 7. Provide a full backup in Producing Digest of Education 8. Perform other tasks as may be directed any time from his/her supervisors - Help in checking/auditing errors in the digest	
2. Services to MoE Staff	- Assist IT Officer in providing feedback to queries concerning computer need/problems/services.	All cases are communicated to EOPD/On Call doctor before patient referral All SPA are completed on time
3. Report and Stock taking	- All reports are provided stock take annually done.	Computer stock updated.
4. Maintain routine check	- Routinely check that computers are well maintained, protected and updated with regards to software and hardware.	Computers are in good working conditions and up to required standards.

10. Key Challenges	11. Selection Criteria
- Number of the power cut causes problem to the IT section such as double/triple the number of the dead computers, Create errors in the system especially in KEMIS.	**11.1 PQR (Position Qualification Requirement):** **Education:** • Diploma in Statistic and Economic or IT or Data Analysis. **Experience:** Working with KEMIS data for more than 2 years

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- Frequently meetings with staff to detect early problems that might arise and try and solve them as soon as possible.	Job Training: Should have worked with KEMIS database for more than 1 year

	11.2 Key Attributes (Personal Qualities):
	  1. **Knowledge**
	    - Customer and Personal Service
	    - English Language
	    - Computers and Electronics
	
	  2. **Skills**
	    - Speaking
	    - Active Listening
	    - Read Comprehension
	    - Social Perceptiveness
	    - Monitoring
	  3. **Attributes**
	    - Efficient
	    - Effective

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