

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Education		
<b>2. Position Title:</b> Education Officer (Early Childhood Care & Education Unit)	<b>3. Salary Level:</b> 12-7	<b>4. Division:</b> School Improvement Unit
<b>5. Reports To:</b> Director of Education	<b>6. Direct Reports:</b> Senior Education Officer (ECCE)	
<b>Primary Objective of the Position:</b> To supervise and assist Early Childhood centres and schools in the deliverance of quality care and education and to ensure that all children are taught by committed, competent and qualified teachers.		

<b>7. Position Overview</b>	
9. Financial: \$472,296.96 excluding fund from Donor Partners	10. Legal: Education Act 2013, ECCE Act 2017, Kiribati National Condition of Service 2012, Education Code of Ethics & Inclusive Education Policy
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• IECs</li> <li>• MOE Account Staff</li> <li>• MoE Technical assistants</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Students and staff performance/ appraisal</li> <li>• Disciplinary measures</li> <li>• Financial matters</li> <li>• School issues</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• ECCE Service Providers</li> <li>• Parents</li> <li>• School Committee</li> <li>• Students</li> <li>• Donor Partners</li> <li>• Kiribati Early Childhood Education Association</li> <li>• Teachers</li> <li>• MWYSSA</li> <li>• MHMS</li> </ul> <p>To be referred to Manager</p> <ul style="list-style-type: none"> <li>• School reports</li> <li>• Proposed policies</li> <li>• Proposed trainings and workshops</li> <li>• Any proposals</li> </ul>
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	

*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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<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: KPA 1:Human Resource Development</i></li> <li>▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i></li> <li>▪ <i>ECCE Divisional</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Key Area 1</p> <ul style="list-style-type: none"> <li>• All Pre-schools are operated well, adequately resourced and deliver quality education</li> </ul>	<ol style="list-style-type: none"> <li>1. Verify that each school is operating according to the education yearly calendar.</li> <li>2. Monitoring of schools to ensure that each school is operating according to the relevant policies and guidelines.</li> <li>3. Encourage the collaboration between school leaders and teachers</li> <li>4. Check that each school is adequately resourced</li> <li>5. Support schools to maintain child friendly learning environment.</li> </ol>	<p>Teachers teach according to Teachers Competency Standards</p> <p>Schools are ECCE KQS compliant.</p>
<p>Key Area 2</p> <ul style="list-style-type: none"> <li>• School deliver quality education</li> </ul>	<ol style="list-style-type: none"> <li>1. Monitor and support the implementation of ECCE KQS.</li> <li>2. Identify developmental needs and provide appropriate professional training</li> <li>3. Assess and monitor the effective implementation of ECCE Curriculum Framework.</li> </ol>	<p>1 Children are prepared to progress to the next appropriate learning levels</p> <p>2 Teachers concentrate on their instructional needs as opposed to conditions of services</p>
<p>Key Area 3</p> <ul style="list-style-type: none"> <li>• Discipline and staffing matters</li> </ul>	<ol style="list-style-type: none"> <li>1. Always listen and opens to schools' needs and be able to provide professional support and guidance</li> <li>2. Assist Island Education Coordinators with Pre - school issues related to ECCE legal framework, policies and guidelines</li> </ol>	<ol style="list-style-type: none"> <li>1. Effective instructional processes/transformation of the school to a professional community</li> </ol>

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	Responsible for school inspection	All school surveys are completed and submitted on time
	May represent ECCE division in meetings within and outside the Ministry	
	Responsible for organizing training workshops supervised schools	
	Identify training needs for schools and to develop professional development programs	

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• Accomplished tasks on schedule</li> <li>• Willingness to work after hours</li> <li>• School inspection on outer islands</li> <li>• Team work</li> <li>• Problem solving</li> <li>• Decision making</li> </ul>	<ul style="list-style-type: none"> <li>• <b>11.1 PQR (Position Qualification Requirement):</b></li> <li>• <b>Education:</b> <ol style="list-style-type: none"> <li>1. Bachelor in Education with at least 2 years of experience in the Education Sector</li> <li>2. Bachelor in Education majoring in Early Childhood Care and Education.</li> </ol> </li> <li>• <b>Experience: 2 years working experience in the education sector</b></li> <li>• <b>Job Training:</b> Teaching Professional Development</li> </ul> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <ul style="list-style-type: none"> <li>• Customer and Personal Service</li> <li>• Education Sector Strategic Plan</li> <li>• English/ Kiribati Language</li> <li>• Early Childhood Care and Education Act</li> <li>• Education Act</li> </ul> <p><b>2. Skills</b></p> <p>Speaking</p>

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	Active Listening Reading Comprehension Social Perceptiveness Monitoring Analytical Problem solving <b>3. Attributes</b> Efficient Effective Innovative Creative Approachable Cooperative Fair Hardworking and dedicated Sharing
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