

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

1. Ministry: Ministry of Education		
2. Position Title: Librarian	3. Salary Level:L12-11	4. Division: Kiribati Teachers College
5. Reports To: Deputy Director Corporate Services, Director	6. Direct Reports: Office Manager, Deputy Director Corporate Services	
7. Primary Objective of the Position: RAISING EDUCATION QUALITY STANDARDS		

<b>8. Position Overview</b>	
<b>9. Financial: NIL</b>	<b>10. Legal: Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics</b>
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Staff of MOE Headquarter</li> <li>• Chief Librarian/ Archivist</li> <li>• Lecturers</li> <li>• Students</li> <li>• EduKAiT</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Work plan on library activities and services provided to students</li> <li>• </li> </ul> <p>Without Referral to Manager: Monitoring of library resource movements</p>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>i. Donor Partners (EduKAiT/DFAT)</li> </ul>

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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Supervise and Manage promotional activities and services school Libraries.	<ol style="list-style-type: none"> <li>1. Manage all library services and take full responsibility for the library including the safety and security of the library facilities and resources.</li> <li>2. Responsible primarily for developing and improving the college library services</li> <li>3. Responsible for book Selection, Ordering and Acquisition relating to college needs with the assistance from headquarter, EduKAiT and KNLA.</li> <li>4. To prepare report and keep static and other data relevant to the college library services</li> <li>5. Supervise and train evaluate and assist with the recruitment of Assistant Librarian</li> <li>6. Responsible for setting up college Library that meet the 5 library building requirement.</li> <li>7. Responsible to offer the basic library skills on School Library services to teacher</li> </ol>	<p>Improved library services provided to students</p> <p>KTC library better provide information needs to students</p> <p>Improvement of students' performance through well-resourced library</p> <p>Increased competence of teacher trainees in basic school library skills</p>

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	trainees, and how to manage and maintain the school library.	
Offer assistance to KTC.	To participate in and deliver lectures on library studies to trainee teachers at the KTC	

10. Key Challenges	11. Selection Criteria
Lack of library resources compared to students' needs	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Diploma in Library and Information Studies/ Certificate in Library skills or Form 7 with 3-5 years working experience in library profession post</p> <p><b>Job Training:</b> Kiribati Certificate in Library with 3- 5 years working experience in library profession</p> <p><b>Prerequisite:</b> Diploma in Library/ Information studies or Certificate in LIS or Teaching Certificate with 3-5working years experience in library profession post.</p>
	<p><b>11.2 Key Attributes (Personal Qualities):</b>  <b>1. Knowledge</b>  <b>English Language-</b> Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p>

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	<p><b>Computers and Electronics</b> – Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.</p> <p><b>Customer and Personal Service</b> – Knowledge of principle and processes for providing customer service and personal services. This includes customer needs assessment, Meeting quality standards for services, and evaluation of customer satisfaction.</p> <p><b>Public Safety And Security</b> - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state or national security operations for the protection of people, data, property, and institutions.</p> <p><b>2. Skills:</b></p> <p><b>Instructing</b> – teaching others how to do something.</p> <p><b>Speaking</b>- Talking to others to convey information effectively.</p> <p><b>Active Listening</b> – Giving a full attention to what other people are saying, talking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p><b>Reading Comprehension</b>- Understanding written sentences and paragraphs in work related document</p> <p><b>Learning Strategies</b> – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.</p> <p><b>Social Perceptiveness</b> – Being Aware of other’s reactions and understanding why they react as they do</p>
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	<p><b>Writing</b> – Communicating effectively in writing as appropriate for the needs of the audience.</p> <p><b>Active learning</b> – Understanding the implications of new information for both current and future problem-solving and decision-making</p> <p><b>Critical Thinking</b> – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p><b>Monitoring</b> – Monitoring/ Assessing performance of you, other individuals, or organizations to make improvements or take corrective action.</p> <p><b>Time Management</b> – Managing one’s own time and the time of others</p> <p><b>Complex Problem solving</b> – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.</p> <p><b>Persuasion</b> – Persuading others to change their minds or Behavior</p> <p><b>3. Attributes</b></p> <ul style="list-style-type: none"><li>i. <b>Honest</b></li><li>ii. <b>Smart</b></li><li>iii. <b>Respectful</b></li><li>iv. <b>Dutiful</b></li></ul>
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