

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Education Officer (JSS)	3. Salary Level: L12/7	4. Division: MOE Headquarter
5. Reports To: Director of Education, MOE	6. Direct Reports: Senior Education Officer JSS	
7. Primary Objective of the Position: To supervise and assist school JSS Principals in the deliverance of quality education in the different districts and to ensure that junior secondary school aged children are not deprived of their right to Basic Education		

8. Position Overview		
9. Financial: Nil	10 Legal: Education Act 2013, National Conditions of Service, Customer Service Standard and National legislation Act.	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Staff of MOE Headquarter • JSS principals • Students To be referred to Manager: <ul style="list-style-type: none"> • 	12. External Stakeholders: <ul style="list-style-type: none"> • Parents • School and SIP Committees • Clerk and Mayors, Island Councils • Communities To be referred to Manager <ul style="list-style-type: none"> • 	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1 <ul style="list-style-type: none"> • Supervising the operation of schools under his/her district 	<ul style="list-style-type: none"> • Ensure that each schools are operating according to the education yearly calendar and other relevant policies 	<ul style="list-style-type: none"> • Attendance and punctuality of teachers

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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<ul style="list-style-type: none"> • Check that each school is resourceful and create a learning environment • Encourage the collaboration between JSS principals and teachers in each school in order to support the school activities 	<ul style="list-style-type: none"> • Compliance to the Education policy and term and yearly calendar • Satisfactory of teachers, students and the community by service provided by DEO.
<p>Key Area 2</p> <ul style="list-style-type: none"> • Making regular thorough inspection of the schools under his/her district 	<ul style="list-style-type: none"> • Always listen and open to teacher's needs and provide the best counselling • Provide guidelines and standards to be followed by teachers to improve their performance • Reinforce teachers who are weak in completing their daily, weekly and term tasks. • Recognize achievement by the schools/ individual teachers / instructional leaders 	<ul style="list-style-type: none"> • Conducive learning environment
<p>Key Area 3</p> <ul style="list-style-type: none"> • In-charge of staffing matters (both professional and non-professional) 	<ul style="list-style-type: none"> • Provide counselling to teachers and advice on matters that the MOE is concerning on. • Assist teachers with their daily difficulties and provide options to be followed to resolve school or personal issues. 	<p>Effective instructional processes / transformation of the school to a professional learning community</p>

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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none">• Willingness to work overtime• Travelling to the outer islands• Enthusiastic to achieve department goals• Being able to work in a team• Solving critical issues	<p>11.1 PQR (Position Qualification Requirement): Education: Diploma in Education</p> <p>Experience: Job Training:</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">○ Customer and Personal Service○ Teaching○ English/Kiribati Language○ ESSP/DOP○ Computers and Electronics <p>2. Skills:</p> <ul style="list-style-type: none">○ Speaking○ Active Listening○ Reading Comprehension○ Social Perceptiveness○ Monitoring○ Analytical○ Problem solving <p>3. Attributes</p> <ul style="list-style-type: none">○ Efficient○ Effective

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.

Approved by:

Date of Issue:

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<ul style="list-style-type: none">○ Innovative○ Creative○ Approachable○ Cooperative○ Fair○ hardworking and dedicated○ sharing
--	---

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.

Approved by:	Date of Issue:
---------------------	-----------------------