

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

1. <b>Ministry:</b> Ministry of Education		
2. <b>Position Title:</b> Computer Operator	3. <b>Salary Level:</b> L 18-16 <i>18-15</i>	4. <b>Division:</b> Kiribati Teachers' College
5. <b>Reports to:</b> Deputy Principal Corporate Services	6. <b>Direct Reports:</b> Information System and Students Support Services Manager	
7. <b>Primary Objective of the Position:</b> Data collection, collation and sharing is a critical factor to ensuring effective monitoring of KTC programs and accessibility of such information to KTC stakeholders. The primary objective of the position is to ensure data is available to students, KTC staff and external stakeholders on timely manner		

<b>8. Position Overview</b>	
9. <b>Financial:</b> Nil	9. <b>Legal:</b> <ul style="list-style-type: none"> <li>Education Act 2013, Kiribati National Condition of Service 2012</li> <li>Education Code of Ethics</li> <li>ESSP</li> <li>ICT Policy</li> <li>All policies and procedures set by the College</li> </ul>
11. <b>Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>Principal</li> <li>Deputy Principal A( Academic)</li> <li>Deputy Principal ( Corporates Services)</li> <li>Academic staff (Lecturers/ Associate Lecturers)</li> <li>Information System and Students' Support Services Manager</li> <li>Support staff</li> <li>Headman and Headwoman</li> <li>Security Guards</li> <li>Technical Assistants (TAs)</li> </ul>	12. <b>External Stakeholders:</b> <ul style="list-style-type: none"> <li>Course Approval Committee members</li> <li>Staff of MOE Headquarter</li> <li>Donor Agencies</li> <li>Island Education Coordinators</li> <li>School Leaders</li> <li>I ICT Working Group</li> </ul>

*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: <i>[Signature]</i>	Date of Issue: <i>30/03/21</i>
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<p>Effective and efficient instructional process</p>	<p>Collecting, collating, analysing and sharing data to students, staff, MOE and other stakeholders</p> <p>Participating in the KTC Admission Working Group</p> <p>Receiving and collating online applications for annual admission to KTC</p> <p>Receiving and collating evaluations on programs and courses offered to students via survey monkey</p> <p>Updating of KTC data base on pre-service trainees' enrolment, courses, students' grades and performance and attendance records and other relevant information</p> <p>Updating of KTC data base on in-service training, including qualifications, Continuous Professional Development (CPD) modules completed and other relevant information</p> <p>Receiving and maintaining record of students' assignments and distributing them to concerned lecturers</p> <p>Participating in professional development activities and knowledge sharing activities</p> <p>Collaborating and sharing resources, ideas, knowledge and skills with colleagues in the department and inter-department</p> <p>Submit reports on a timely manner to ISSSS Manager</p> <p>Any other tasks that may be required from time to time</p>	<ul style="list-style-type: none"> <li>▪ Improved teacher trainees' performance aligned with Teacher Service Standard</li> <li>▪ Improved teacher trainees' learning/performance</li> <li>▪ Improved ICT skills of teacher trainees and Lecturers</li> <li>▪ Improved monitoring systems and processes</li> </ul> <p>Increased knowledge on teaching strategies using ICT</p>
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Date of Issue:

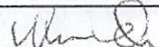
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		Effective and efficient policy and decision making using data
Management (SBM- Working collaboratively)	<ol style="list-style-type: none"> <li>1. Self-appraise himself/herself using newly developed KTC Staff Appraisal system</li> <li>2. Participate in all internal and external Professional Development Activities</li> <li>3. Participate in Peer Appraisal system</li> <li>4. Participate in cost- saving activities ( e.g Electricity consumption, Printing etc)</li> </ol>	

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
A key challenges of the post could be lack of cooperation within his/her team	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Qualification:</b> Form 6 Qualification with sound ICT skills or Form 5 with 1 year relevant work experience  <b>Experience:</b> 3 years or more in ICT field  <b>Job Training:</b> Assist Students with computer use</p> <p><b>11.2 Key Attributes (Personal Qualities):</b>  <b>Knowledge</b>  <b>English Language Proficiency-</b> Good proficiency level  <b>Education and Training –</b> ICT training  <b>Computer literate –</b> familiar with programs including words, excel spreadsheet and other useful programs</p>


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	<p><b>Psychology</b> – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.</p> <p><b>Customer and Personal Service</b> – Knowledge of principles and processes for providing customer 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>Skills</b></p> <p><b>Instructing</b> – Working with a team to complete a task</p> <p><b>Speaking</b> – Talking to others to convey information effectively.</p> <p><b>Active Listening</b> – Giving full attention to what other people are saying, taking 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 documents.</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 others' reactions and understanding why they react as they do.</p> <p><b>Writing</b> – Communicating effectively in writing as appropriate for the needs of the audience.</p>
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**Active Learning** – Understanding the implications of new information for both current and future problem-solving and decision-making.

**Critical Thinking/ Logic thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Monitoring** – Monitoring/ Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Time Management** – Managing one's own time and the time of others.

**Complex Problem Solving** – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

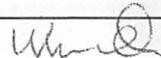
**Persuasion** – Persuading others to change their minds or behavior.

### Attributes

- i. Honest
- ii. Smart
- iii. Respectful
- iv. Dutiful
- v. Ethical

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