

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Senior Curriculum Development Officer (SCDO) - Curriculum	3. Salary Level: L 6-5	4. Division: Curriculum Development Resource Centre (CDRC)
5. Reports To: Director Education	6. Direct Reports: Director of CDRC	
7. Primary Objective of the Position: To manage the development, implementation and monitoring of curriculum		

8. Position Overview	
9. Financial: Up to \$13,962.00	10. Legal: Education Act 2013 and Kiribati National Condition of Service 2012
11. Internal Stakeholders: <ul style="list-style-type: none"> • Teachers at Primary, JSS & SSS • Head teachers & Principals at government schools • MOE Staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Development processes and procedures of curriculum and support materials • Approval of annual leave • School visit monitoring on curriculum and support materials • Curriculum Development Officer's issues and work plan • Initiatives that may have cost implications • Meetings, workshops and trainings 	12. External Stakeholders: <ul style="list-style-type: none"> • Parents • School Committee • Students • Mission schools • Donor partners <p>To be referred to Manager</p> <ul style="list-style-type: none"> • wider school community issues • initiatives and issues from donor partners

This 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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 1: Human Resource Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1: Management of the development of quality curriculum materials (syllabuses, prescriptions and teacher guides) in line with NCAF.	Oversee the development of national curriculum in line with the Ministry's Strategic and Operational Plans and the NCAF. Manage the liaison with other sections of CDRC, MOE and outside sources on matters affecting curriculum.	All curriculum materials completed according to Ministry's Operational Plans.
Key Area 2: Management and coordination of curriculum support materials development in line with NCAF.	Manage & coordinate the process for developing support materials in line with the Ministry's Strategic and Operational Plans.	All curriculum support materials completed according to Ministry's Operational Plans.
Key Area 3: Monitoring and evaluation of the impact of the curriculum on the achievement of improved learning outcomes for students.	Assist with the development of school-based and national assessment guidelines.	Curriculum materials contain school-based and national assessment guidelines and standards.
	Conduct workshops, school visits and other in-service training for teachers, KTC lecturers and other stakeholders to support implementation of curriculum and assessment.	Implementation of curriculum supported by training of appropriate personnel on the new curriculum and assessment.
	Organize and participate in relevant subject committee meetings and consultation with key stakeholders	Subject committee meetings & consultations with key stakeholders held when required.
	Liaise with other sections of CDRC, MoE and outside sources on matters affecting curriculum.	

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14. Key Challenges	15. Selection Criteria
<p>Negotiating solutions to curriculum and assessment issues.</p> <p>Balancing stakeholder views and expectations.</p> <p>Manage curriculum development projects/activities using required procedures and within set time frames and budgets.</p>	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <p>Recognize Teacher’s Certificate Qualification and Experience</p> <ul style="list-style-type: none"> • Teacher’s Certificate only – at least 10 years teaching experience and 7 years of experience at curriculum or assessment role. • Diploma – at least 5 years teaching experience and 5 years of experience at curriculum or assessment role. • Degree – at least 3 years teaching experience and 3 years of experience at curriculum or assessment role. • Post Grad Cert – at least 2 years teaching experience and 1 year experience at curriculum or assessment role. <p>Job Training: Curriculum or assessment trainings.</p> <p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Knowledge: <ul style="list-style-type: none"> ○ Sound understanding of curriculum and assessment issues in the subject area ○ High level oral and written skills in English and Kiribati ○ Public Safety and Security – 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. ○ Computers and Electronics • Skills: <ul style="list-style-type: none"> ○ Teaching Complex skills in subject areas ○ Speaking to convey messages effectively ○ Active Listening to give full attention and understand others ○ Critical thinking to be logic and reasonable to identify solutions ○ Time management to manage own time and others

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	<ul style="list-style-type: none">○ Problem solving to develop, evaluate options and implement solutions○ Customer and personal service to provide quality customer standards at all times● Attributes:<ul style="list-style-type: none">○ Honest○ Smart○ Respectful○ Dutiful
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