

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Librarian	3. Salary Level: L12-11	4. Division: SSS
5. Reports To: Principal	6. Direct Reports: Teachers/Deputy Principal	
Primary Objectives of the Position: To ensure provide quality support to Teabike Staff and teachers in enhancing the quality of teaching and learning.		

7. Position Overview		
<p>9. Financial: Nil</p>	<p>10. Legal: Education Act 2013, Kiribati National Condition of Service and Education Code of Ethics and all policies and procedures set by the College, Procurement Acts</p>	
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Principal • Head of Departments • Deputy Principal • Teachers • Support staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Guardians • Staff of MOE Headquarter • Donor Agencies • Island Education Coordinators • School Head Teachers • Kiribati National Library and Archivist <p>To be referred to Manager</p> <ul style="list-style-type: none"> • wider school community 	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ KDP/KPA: KPA 1:Human Resource Development ▪ MOP Outcome: KPA 1: Human Resource Development 1.5 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

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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<p>Effective and efficient instructional process</p>	<ul style="list-style-type: none"> ▪ Lend and collect books, periodicals, curriculum material and other materials at circulation desks. ▪ Enter and update records on computers and manual register and forms ▪ Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas ▪ Instruct customers on how to use reference sources, card catalogs, and automated information systems. ▪ Inspect returned books for condition and due-date status, and compute any applicable fines. ▪ Answer routine inquiries ▪ Maintain records of items received, stored, issued, and returned, and file catalog cards according to system used. ▪ Provide in the maintenance of collections of books, periodicals, magazines, newspapers, and audiovisual and other materials. ▪ Take action to deal with disruptive or problem customers ▪ Classify and catalog items according to content and purpose. ▪ Send out notices and accept fine payments for lost or overdue books. ▪ Prepare, store, and retrieve classification and catalog information, lecture notes, or other information related to stored documents, using computers. ▪ Repair books, using mending tape, paste, and brushes. ▪ Assist in the preparation of book displays. ▪ Carry out Professional Development to teachers on 	<ul style="list-style-type: none"> ▪ Improved teacher trainees' performance aligned with Teacher Service Standard ▪ Improved teacher trainees' English Proficiency to reach the recommended benchmark ▪ Improved teacher trainees' learning/performance ▪ Improved social skills of teacher trainees aligned with Kiribati Values ▪ Improved teacher trainees' reading and research skills
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	<p>library technical skills</p> <ul style="list-style-type: none"> ▪ Maintain cleanliness of the shelves, books and the library as a whole. 	
Management (SBM- Working collaboratively)	<ol style="list-style-type: none"> 1. Establish excellent working relationship with Senior Management Team colleagues and Stakeholders 2. Provide inspirational and dynamic leadership, motivation and management skills to ensure that staff meet or exceed expectations secure performance against delivery targets. 3. Ensure that the College is routinely and systematically securing the views of stakeholders particularly learners and employers. 	<p>Students achieved the recommended curriculum learning outcomes</p> <p>Students' Learning Achievement improved</p> <p>Quality teaching and learning in the classroom is maintain</p>

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> ▪ Training teachers to be passionate, innovative, creative and committed teacher to enhance improve the learning outcomes of all Kiribati Students to become good and responsible citizens in future. ▪ Taking risks in decision making ▪ Carrying out discipline matter with staff and students 	<p>11.1 PQR (Position Qualification Requirement): Qualification: Diploma in Library or Certificate in Library with minimum of 3 years' experience in tertiary institution</p> <p>Experience: Nil</p> <p>Job Training: Nil</p> <hr/> <p>11.2 Key Attributes (Personal Qualities): Knowledge</p> <ul style="list-style-type: none"> ▪ English Language Proficiency- must attain the recommended ISLPR ▪ Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. ▪ Computer literate – must have advance knowledge and skills on

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Microsoft word, excel and power point program their uses and applications to enhance teaching and learning.

- **Psychology** – 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.
- **Customer and Personal Service** – 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.
- **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.

Skills

- **Instructing** – Teaching others how to do something.
- **Speaking** – Talking to others to convey information effectively.
- **Active Listening** – 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.
- **Reading Comprehension** – Understanding written sentences and paragraphs in work related documents.
- **Learning Strategies** – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Social Perceptiveness** – Being aware of others' reactions and understanding why they react as they do.
- **Writing** – Communicating effectively in writing as appropriate for the needs of the audience.
- **Active Learning** – Understanding the implications of new information for both current and future problem-solving and

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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.

Strong belief in inclusivity and commitment to education and training across the whole range of the College's client groups

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Psychometric tests, selection process

Self aware and confident with high professional standards

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Capacity to work under pressure whilst retaining a calm disposition

Attributes

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| | <ul style="list-style-type: none">i. Honestii. Smartiii. Respectfuliv. Dutiful |
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