

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Labour and Human Resource Development		
2. Position Title: Lecturer Carpentry/Construction	3. Salary Level: 11-10/9-7	4. Division: Kiribati Institute of Technology 5. KIT Betio Campus
6. Reports To: Deputy Director Teaching & Learning	7. Direct Reports: Construction staff	
8. Primary Objective of the Position: To teach trade/Building & Carpentry classes and assist the Head of School of Applied Technology in developing programmes and initiatives to raise the standard of trade/Building & Carpentry competency for students.		

9. Position Overview	
<p>9. Financial:</p>	<p>10. Legal:</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Full and part time KIT lecturers • Employees and Senior Managers at KIT • Employees and Senior Managers within other Ministry Divisions • SfEP Advisors • KIT Alumni <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Training and assessment learning environment issues • Quality requirements • Facility issues 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Private and public sector employers • Community and industry representatives • Other GoK ministries <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Industry needs • Student work experience issues • Course advisory needs

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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MEHR MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Scheduled classes are conducted in accordance with timetable	Planning and delivery of trade/Building & Carpentry classes.	Student numbers are retained in timetabled classes. Units are delivered to schedule
Students work is assessed on a timely basis.	Assess student work	Course results are provided to administration personnel and updated in a timely manner.
An increase in the standard of student learning	Training in delivery and assessment strategies to engage and promote student learning.	Student numbers in classes are retained and an increase in successful completion rates.
Students engage in trade/Building & Carpentry studies to assist in holistic learning processes.	Development and implementation of changes to the Building & Carpentry curriculum to reflect continuous improvement.	Increase in trade/Building & Carpentry competency using student benchmarks.
New business training initiatives are developed.	To assist the Head of School of Applied Technology in innovative and creative program development in trade/Building & Carpentry studies.	New initiatives implemented
Student details and results are accurately recorded.	To maintain student records in confidential and timely manner.	Student Record Management System provides for accurate and timely resulting of student results.
Student individual needs are met.	Time is allocated for student consultation to meet individual needs.	Timetable of staff clearly indicates allocated student consultation time.
School of Applied Technology contribution to key organizational objectives.	To carry out other duties as directed by the Principal or Head of School.	Willing to contribute to organizational key objectives in collaborative manner.

14. Key Challenges	15. Selection Criteria
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Explore new delivery and assessment strategies which would enhance the learning process

Responsive approach to changing demands for integration of *trade* skills in technical training to internationally accredited standards.

Teaching using English Language

Qualifications and experience:

Internationally recognised Trade Certificate III in the relevant field with at least 3 years industry experience

OR

Diploma in the relevant field with 1 year's industry experience

Key attributes: Good level of English, diligence, commitment, initiative, willingness to embrace change.

A Teaching or Education qualification or Certificate IV in Training and Assessment or equivalent would be highly advantageous.

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