

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Registrar of Teachers	3. Salary Level: L10-9/8-7	4. Division: Headquarters
5. Reports To: Director of Education	6. Direct Reports: None (unless staff are assigned)	
7. Primary Objective of the Position: To establish the Teacher Registration function within the Ministry and ensure its processes, deliver on improving teacher quality through the application of the Education Act 2013 and the Teacher Regulations which support it. This includes; • Responsibility for the Teacher Register including processing applications and maintaining accurate records • Support for the Teacher Registration Committee to administer the Act, undertake inquiries, provide advice, and interpretation of the Act • Manage incoming and outgoing correspondence in a timely manner • Maintain records to support decisions and the Register • Produce Certificates • Research information and advice requested by Cabinet and the Secretary • Report on Teacher Registration for the MoE Annual Report The Registrar is expected to review and analyze processes to ensure that Teachers Registration delivers on its intended purpose.		

8. Position Overview	
9. Financial: NIL	10. Legal: Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics
11. Internal Stakeholders: • Secretary • Members of the Teachers Registration Committee	12. External Stakeholders: • Teachers • Principals • Member of the public

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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To be referred to Manager: Any queries or matter beyond requiring a professional assessment of a teacher.		To be referred to Manager
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> 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
1. Maintaining the Register	- Process Applications - Updating the Register and maintaining its integrity - Produce Certificates	- The Register is up to date and accurate at all times - Teachers and the Public have confidence in the accuracy of the Register
2. Advice and support processes	- Providing information of process to Teachers and public - Communication – internal and external - The TRC is supported	- Knowledge of the Act and Regulations - Good quality information and advice consistently given - The TRC is supported efficiently and effectively

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3. Supporting Inquiries	- The panel for inquiries are supported with secretariat services and advice - Communication is of highest standard	- Outcomes are timely and well managed - Due process is followed - Minimal appeals
10. Key Challenges		11. Selection Criteria
- Establishing the Register and the processes - Communicating to all teachers the requirements - Establishing quality in processes and responsiveness		11.1 PQR (Position Qualification Requirement): Degree in Human Resource Management (essential), Teacher Qualification, Public Administration and Management and 3 years of experience in middle management to related posts of qualifications required. Post Graduate qualification in Human Resources (desirable)
		11.2 Key Attributes (Personal Qualities): Knowledge 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 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;

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	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.
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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
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