

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Research Assistant	3. Salary Level: L11-10/9-7	4. Division: Policy Planning & Development
5. Reports To: Research Coordinator, Director Policy Planning & Development (DPPD)	6. Direct Reports: Research Coordinator	
7. Primary Objective of the Position: To assist the Research Coordinator in leading, managing and coordinating educational researches that will shape decision and policy making for the Ministry of Education		

8. Position Overview	
9. Financial: Nil	10 Legal: National Education Policy Framework Education Act Teacher Registration Regulations

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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	MoE Policies	
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> ● MoE divisions <p>To be referred to Manager:</p> <ul style="list-style-type: none"> ● 	<p>12. External Stakeholders:</p> <p>MoE development partners and donor partners (DFAT, NZAid, UNICEF, UNESCO, Parents, CEDAK, School committees & School Improvement Plan - SIP)</p> <p>To be referred to Manager</p> <ul style="list-style-type: none"> ● 	
<p>13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1.To assist the Research Coordinator to lead and manage the process with the		

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<p>Ministry of Education to <i>identify</i> specific areas of required and immediate education research and study as informed by a variety of International, National and local information</p> <p>2. To assist the Research Coordinator in the leadership and management and <i>coordination</i> of various appropriate internal and external research individuals, teams and agencies to undertake Educational research within the Kiribati Education System.</p>	<p>Work closely with Policy, Planning & Development Unit (PPD) and Executive to identify specific areas and issues that require research and study</p> <p>Coordinating external and internal researchers</p>	<p>Identification of areas that require immediate research</p> <p>Good coordination and harmonization of both internal and external research agencies keen to undertake Educational research within the Kiribati Education System</p>
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<p>3. To assist the Research Coordinator in the leadership and management in the development of valid, ethical and evidenced-based methodologies and practices to conduct the educational research</p> <p>4. To assist the Research Coordinator to oversee the completion of the education research so that it has been cost effective, on time, capacity building and provides findings and other information that will inform the development of new strategic policy and practices for the government of Kiribati.</p>	<p>Conduct surveys to help analyze research for possible publication</p>	
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<p>5. To assist the Research Coordinator in the leadership and management of the <i>reporting</i> of the education research findings to appropriate stakeholders in an understandable, logical and usable format so that these reports can be applied within the Ministry of Education and other Government of Kiribati Ministries to inform the development of new strategic policy and practices for the Government of Kiribati.</p> <p>6. To assist the Research Coordinator in the <i>management, reporting and accountability</i> of the effective use of all</p>	<ul style="list-style-type: none">• Compiling and presenting the research findings to MoE Executive Management and PPD	<ul style="list-style-type: none">• Effective and efficient research completed to better inform the policy making and strategic planning
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<p>physical, human, and financial resources allocated to the National Education Research Unit by the Ministry of Education</p>	<p>Maintaining a record and reports on the use of all physical, human and financial resources allocated to the National Education Research Unit by the Ministry of Education</p>	
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none">● The post holder is expected to work outside normal working hours during peak periods to meet deadlines. Overtime not payable.● The position is new.	11.1 PQR (Position Qualification Requirement): <ul style="list-style-type: none">● Bachelor of Education or other relevant field in Research. Job Training:
	11.2 Key Attributes (Personal Qualities): 1. Knowledge <ul style="list-style-type: none">● Knowledgeable on research● Having systematic and objective thinking to arrive at something● Logical reasoning 2. Skills: <ul style="list-style-type: none">● Strong research skills● strong analytical skills● good communication skills● Must be adept in the written language 3. Attributes Ethical <ul style="list-style-type: none">● Must be a great listener● Honest in reporting findings

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| | <ul style="list-style-type: none">● Patient and be able to tolerate● Ability to stay calm● Quick thinker |
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