

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Senior Archivist	3. Salary Level: L10-9/8-7	4. Division: National Library & Archives
5. Reports To: Chief Librarian/ Archivist or OIC	6. Direct Reports: Senior Librarian/ Archivist.	
7. Primary Objective of the Position: Ensuring efficient Archival routine tasks to be carried out to the highest standard.		

8. Position Overview	
9. Financial: NIL	10. Legal: Education Act 2013, Kiribati National Condition of Service, Customer Service Standard and Education Code of Ethics
11. Internal Stakeholders: <ul style="list-style-type: none"> • Chief Librarian/ Archivist • Senior Assistant Archivist/Librarian • Library & Archives Supporting Staff i.e security, cleaner To be referred to Manager: <ul style="list-style-type: none"> • Monitor and reporting on all Library/ Archives patrons' informational needs and queries. 	12. External Stakeholders: <ul style="list-style-type: none"> • Staff of MOE Headquarter To be referred to Manager <ul style="list-style-type: none"> • wider public community
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: KPA 1:Human Resource Development ▪ MOP Outcome: KPA 1: Human Resource Development 1.5 	

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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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Monitor and supervise archival routine and administration tasks.	<ol style="list-style-type: none"> 1. To supervise all archival administration and routine tasks. 2. Planning and administration of archival development programs and procedures. 3. Investigate records management plans and programs for the various ministries and divisions. 4. Assist in the revision or re-organization of filing system. 5. In-service training on archival matters such as microfilming, security and safe keeping of records. 	<p>Weekly report to Immediate supervisor. Whenever needed.</p> <p>Monthly report to Immediate Supervisor/OIC</p>
Organization of Archival recordings.	<ol style="list-style-type: none"> 1. Ensuring Printed and Audio visual materials are listed and preserved in a prompt and efficient way. 2. Control of Archival funds, including recurrent estimates and revenues. 	Weekly report to Immediate Supervisor.
10. Key Challenges		11. Selection Criteria
To provide an efficient and effective		<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> • Diploma in Library/Information studies <p>Experience: At least 5 years work experience in the Archives</p> <p>2. More than 5 years in Administration and Leadership roles</p> <p>Job Training:</p>

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11.2 Key Attributes (Personal Qualities):

Knowledge

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

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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	<p>Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.</p> <p>Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p>Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</p> <p>Time Management — Managing one's own time and the time of others.</p> <p>Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.</p> <p>Persuasion — Persuading others to change their minds or behavior.</p> <p>Attributes</p> <ul style="list-style-type: none">i. Honestii. Smartiii. Respectfuliv. Dutiful
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