

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: Ministry of Education | | |
| 2. Position Title: Curriculum Material Development Officer | 3. Salary Level: 18 - 15 | 4. Division: Curriculum Development Resource Centre |
| 5. Reports To: Director CDRC | 6. Direct Reports: Senior Curriculum Development Officer (Resource) | |
| 7. Primary Objective of the Position: To print curriculum and assessment material and manage distribution to schools annually. | | |

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| 8. Position Overview | |
| 9. Financial: Nil (<i>refer to account</i>) | 10. Legal: Education Act 2013, National Curriculum & Assessment Framework, National Conditions of Service and Customer Service Standard. |
| 11. Internal Stakeholders: <ul style="list-style-type: none"> ● CDOs ● Other support staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> ● Schedule on annual, monthly, weekly production. ● Issues related to ordering consumables, production in terms of printing, collating and packing and distribution of materials to schools. | 12. External Stakeholders: <ul style="list-style-type: none"> ● Parents ● Students ● Staff at MOE headquarter ● Schools, IECs <p>To be referred to Manager</p> <ul style="list-style-type: none"> ● Same as above in Part 11 |
| 13. KEY ACCOUNTABILITIES (<i>Include linkage to KDP, MOP and Divisional Plan</i>) | |
| <ul style="list-style-type: none"> ▪ KDP/KPA: | |

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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| <ul style="list-style-type: none"> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> | | |
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| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
| Print materials in line with phasing schedule. | Print, collate, staple, store & pack materials for schools. | All materials printed in line with phasing schedule |
| Distribute materials in line with phasing schedule. | Pack and dispatch materials for schools. | All materials packed and distributed in line with phasing schedule. |
| Annual work plan | Make annual work plan for printing and distribution of materials to schools in line with a 4 year plan | Annual work plan completed for phasing schedule. |
| 14. Key Challenges | 15. Selection Criteria | |
| Maintenance of machines. Procurement of spare parts when needed. Safe storage of chemicals required for printing. Safe waste disposal. Planning dispatching of materials in line with shipping schedules | <p>15.1 PQR (Position Qualification Requirement):</p> <p>Minimum Education Qualification: Form 6 or Form 5 Certificate with 1 year relevant work experience</p> <p>Experience: Form 5 with 1 year relevant work experience</p> <p>Job Training: work-related experience in operating printing and photocopying machines.</p> | |
| | 15.2 Key Attributes (Personal Qualities): | |

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| | <p>Knowledge Implementing safe work practices. Maintaining high technical machines.</p> <p>Skills Teamwork and time management skills. Good level oral and written skills in English and Kiribati</p> <p>Attributes Honest Smart Social</p> |
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