

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Library Assistant	3. Salary Level: L18-15	4. Division: National Library & Archives
5. Reports To: Chief Librarian & Archivist or DPPRD	6. Direct Reports: Librarian/ Senior Assistant Librarian.	
7. Primary Objective of the Position: Ensuring efficient and effective library services to be carried out to the highest standards.		

8. Position Overview	
<p>9. Financial: NIL</p>	<p>10. Legal: Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics.</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Chief Librarian & Archivist • DPPRD • Senior Assistant Librarian / Assistant Archivist. • Library & Archives Supporting Staff i.e. Security guard, Cleaner • Staff of MOE Headquarter. <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Monitor and reporting on all Library / Archives patrons informational needs and queries <p>Without Referral to Manager</p> <ul style="list-style-type: none"> • Providing quality services to assist and satisfying daily Library patrons • Updating Bookmark Automation system daily. 	<p>12. External Stakeholders:</p> <ol style="list-style-type: none"> i. Wider public community. ii. Library partnership i.e. Chinese Embassy, NZ High Com, US Suva Fiji Embassy and other individual library donors. iii. Kiribati Library Information Network (KLIN) all librarians in Kiribati within other Ministries. <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Other educational activities involves with Chinese Corner and American Corner as well. • KLIN Activities to be involved. • Services offered to wider public community. <p>Without Referral to Manager: NIL</p>

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 <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Handle Library Circulation tasks	<ol style="list-style-type: none"> 1. Circulation tasks- Statistics updates on Loans and returns using Bookmark automation system, Library Members, Writing of Delinquent letters & Cancellation. 2. Updating back up data, Bookmark Automation system. 3. Shelf reading 4. Charging and discharging of library books. 5. Weeding 6. Book repair & Preparation of items required for book process Pockets. Book cards (Counter 1 & 2) 7. Filing of Catalogue cards. 8. Photocopying 9. Assist with User Education program 10. Assists with Library awareness and promotional Library programs to Schools and the public. 	<p>Weekly report to Immediate Supervisor whenever needed. Monthly report to Immediate Supervisor/ Chief Librarian & Archivist.</p>
Handling of all enquiries and to provide an efficient and effective.	<ol style="list-style-type: none"> 1. Assist users or researchers with their informational or recreational needs. 2. Assist with registration of Library members. 	<p>Weekly report to Immediate Supervisor.</p>

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	3. Any other duties as may be directed by Senior Assistant Librarian	
10. Key Challenge	11. Selection Criteria	
<p>To provide an efficient and effective quality resources to meet the</p>	<p>11.1 PQR (Position Qualification Requirement): Education:</p> <p>Experience: Form 6 or Form 5 with 1 year work experience.</p> <p>Job Training: Kiribati Certificate in Library skills</p> <p>Prerequisite: Certificate in Library skills and 1 year work experience.</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <p>English Language- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules and composition and grammar</p> <p>Computers and Electronics- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.</p> <p>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.</p> <p>2. Skills:</p> <p>Instructing- Teaching others how to do something.</p> <p>Speaking- Talking to others to convey information effectively.</p> <p>Active Listening- Giving full attention to what other people are</p>	

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saying, taking time to understand the point being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension- Understanding written sentences and paragraphs 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.

Active Learning- Understanding the implications of new information for both current and future problem- solving and decision- making.

Critical 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 individual 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 implements solutions.

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Persuasion- Persuading others to change their minds or behavior.

3. Attributes

- i. Honest**
- ii. Smart**
- iii. Respectful**
- iv. Dutiful**

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