

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| <p>1. Ministry: Ministry of Education MELPID</p> | | | |
| <p>2. Position Title: School Bus Assistant</p> | <p>3. Salary Level: L19</p> | <p>4. Division: Headquarter(Admin)</p> | |
| <p>5. Reports To: Office Manager</p> | <p>6. Direct Reports:</p> | | |
| <p>7. Primary Objective of the Position: To assist school bus for students and any other services required by the school and the Ministry</p> | | | |
| <p>8. Position Overview</p> | | | |
| <p>9. Financial: NIL</p> | | | |
| <p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Students • Teachers • Staff at MOE Headquarter <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • | <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Staff at PVU • Staff at KPS <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: 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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| Approved by: | Date of Issue: |
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| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measure/Outcomes |
|---|--|--|
| 1. Punctuality of staff | <ul style="list-style-type: none"> Assist transportation of students to school and back home Students reach their schedule school's national activities | Students are always on time to school |
| 2. Safety of Students | <ul style="list-style-type: none"> Ensure the safety of students while boarding the school bus and crossing the road Ensure that students follow the school bus policies and rules | Students are always safe |
| 3. Maintain the routine check | <ul style="list-style-type: none"> Cleaning of vehicle | Vehicle looks spick and span every day. Long life span and everyday smooth running of vehicle. |
| 4. Reporting | <ul style="list-style-type: none"> Provide report for incident such as accident and late for transportation, etc Fill in log book | Reports incidents before asked |
| 10. Key Challenges | | |
| <p>The post holder is expected to work extra hours when and if required and to always attend schedule working hours. (6.00am – 10.00am, 1.30pm – 7.00pm) Age must be between 25 to 45 years</p> | | <p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> Form 3 Certificate or Class 9 and First Aid Certificate <p>11.2 Key Attributes (Personal Qualities):</p> <p>The post holder should possess:</p> <ul style="list-style-type: none"> Fluency in Kiribati Language and to be able to communicate in English Has the ability to keep and update records Ability to draft simple report |

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- Fluency in Kiribati Language and to be able to communicate in English
- Has the ability to keep and update records
- Ability to draft simple report
- Has a valid driving license
- Clean police record with no speeding fines

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Date of Issue: