

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Information System and Students Support Services Manager (ISSSS)	3. Salary Level: L 10/9-7	4. Division: Kiribati Teachers' College
5. Reports to: Principal	6. Direct Reports: Deputy Principal Corporate Services	
7. Primary Objective of the Position: Information system and online programs and processes have become an integral aspect towards high quality standards, and needs to utilize such technological systems and processes are constantly shifting; it is the college's goal to provide the most useful solutions available to maintain the reliability, efficiency and availability of technology		

8. Position Overview	
9. Financial: Nil	9. Legal: <ul style="list-style-type: none"> • Education Act 2013, Kiribati National Condition of Service 2012 • Education Code of Ethics • ICT Policy • All policies and procedures set by the College
11. Internal Stakeholders: <ul style="list-style-type: none"> • Principal • Deputy Principal A(Academic) • Deputy Principal (Corporates Services) • Academic staff (Lecturers/Associate Lecturers) • Support staff • Headman and Headwoman • Security Guards • Technical Assistants (TAs) • Teacher Professional Development Coaches <p>To be referred to Manager:</p>	12. External Stakeholders: <ul style="list-style-type: none"> • Course Approval Committee members • Staff of MOE Headquarter • Donor Agencies • Island Education Coordinators • School Leaders • I ICT Working Group

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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- Monitor and reporting on management of ISSSS Team performance and needs, and in-service

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- **KDP/KPA: KPA 1: Human Resource Development**
- **MOP Outcome: KPA 1: Human Resource Development 1.5**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Effective and efficient instructional process	<p>Facilitating online courses through moodle</p> <p>Designing high quality online courses that will maintain students' engagement and interest</p> <p>Enabling and supporting all staff to utilize new technologies and learning materials.</p> <p>Consistently monitor and evaluate the delivery of online programs for improvement of teaching and learning</p> <p>Facilitating and participating in professional development activities and knowledge sharing activities</p> <p>Collaborating and sharing resources, ideas, knowledge and skills with colleagues in the department and inter-department</p> <p>Developing, implementing and monitoring ICT policy and best practice guides for the KTC</p> <p>Running regular checks on network and data security</p>	<ul style="list-style-type: none"> ▪ Improved teacher trainees' performance aligned with Teacher Service Standard ▪ Improved teacher trainees' English Proficiency to reach the recommended benchmark ▪ Improved teacher trainees' learning/performance ▪ Improved ICT skills of teacher trainees and Lecturers <p>Increased knowledge on teaching strategies using ICT</p>

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<p>Providing technical assistance and support to all users of the KTC information system</p>	<p>Providing technical assistance and support to pre-service and in-service trainees and staff</p> <p>Identifying and acting on opportunities to improve and update software and systems</p> <p>Designing training programs and workshops for staff</p> <p>Conducting regular system audits and maintaining ICT assets properly</p> <p>Managing and maintaining the college's ICT assets and other properties well</p> <p>Overseeing and determining timeframes for major IT projects including system updates and upgrades</p> <p>Providing direction for IT team members</p> <p>Facilitating data processes to ensure they are available and usable for the KTC, MoE and stakeholders</p> <p>Identifying opportunities for team training and skills advancement</p> <p>Submit reports on a timely manner to Management</p>	<p>Effective and efficient policy and decision making using data</p>
<p>Management (SBM- Working collaboratively</p>	<ol style="list-style-type: none"> 1. Self-appraise himself/herself using newly developed KTC Staff Appraisal system 2. Participate in all internal and external Professional Development Activities 3. Participate in Peer Appraisal system 	

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| | <ul style="list-style-type: none"> 4. Maintain and manage the college’s ICT assets and other properties well 5. Participate in cost- saving activities (e.g Electricity consumption, Printing etc) | |
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10. Key Challenges

A key challenges of the post could be leading and manage the team under his/her authority and lack of certain technological resources

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Qualification: B. Ed with Certificate in Commonwealth Online Learning or other relevant ICT program and qualification

Experience: 3 years or more in ICT field and teaching experience at tertiary level

Job Training: Professional Development for pre-service and in-service teachers, and Academic staff

11.2 Key Attributes (Personal Qualities):

Knowledge

English Language Proficiency- must attain the recommended level of English Proficiency in ISLPR, KELT or TELPA

Education and Training — Education background or field and ICT training

Computer literate — ICT skills and knowledge and on online course design; must be familiar with moodle

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

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	<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>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.</p> <p>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 saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p>Reading Comprehension — Understanding written sentences and paragraphs in work related documents.</p> <p>Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.</p> <p>Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.</p> <p>Writing — Communicating effectively in writing as appropriate for the needs of the audience.</p> <p>Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.</p> <p>Critical Thinking/ Logic 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>
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	<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. Dutifulv. Ethical
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