

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry: Ministry of Education</b>		
<b>2. Position Title: School Librarian</b>	<b>3. Salary Level:L12-11</b>	<b>4. Division: National Library &amp; Archives</b>
<b>5. Reports To: Chief Librarian/Archivist or DPPRD</b>	<b>6. Direct Reports: Senior Librarian/Senior Archivist</b>	
<b>7. Primary Objective of the Position: RAISING EDUCATION QUALITY STANDARDS</b>		

<b>8. Position Overview</b>	
<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"> <li>• Staff of MOE Headquarter</li> <li>• Chief Librarian/ Archivist</li> <li>• Senior Assistant/ Archivist/Librarian</li> <li>• Library &amp; Archives Supporting Staff i.e.security,Cleaner</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Monitor and reporting on all School libraries based for providing informational needs and queries.</li> </ul> <p>Without Referral to Manager:</p>	<p>12. External Stakeholders:</p> <ol style="list-style-type: none"> <li>i. Wider public community.</li> <li>ii. Library partnership i.e. Chinese Embassy, NZ High Com, US Suva Fiji Embassy and other individual library donors.</li> <li>iii. Kiribati Library Information Network (KLIN) all librarians in Kiribati within other Ministries.</li> </ol> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Other educational activities involves with Chinese Corner and American Corner as well.</li> <li>• KLIN Activities to be involved.</li> <li>• Services offered to all School Libraries throughout Kiribati whenever needed.</li> </ul>

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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Supervise and Manage promotional activities and services school Libraries.	<ol style="list-style-type: none"> <li>1. Responsible primarily for developing and improving the primary school library services like Mobile Library.</li> <li>2. Responsible for book Selection, Ordering and Acquisition relating to primary schools needs with the assistance from headquarter, SIU.</li> <li>3. To access, process and dispatch books to primary schools and to communicate with headquarter.</li> <li>4. To prepare report and keep static and other data relevant to the Schools Library service</li> <li>5. To assist with advice and consultations to school libraries through media, Manual books snf Handbooks for teachers and students and by tours to outer islands.</li> <li>6. Responsible for setting up School Library that meet the 5 library building requirement.</li> <li>7. Responsible to offer the basic library skills to School librarian based at Schools or those who look after the library to maintain the library resources well</li> </ol>	Weekly Report to Senior Librarian or Librarian Whenever needed. Monthly report to immediate Supervisor/OIC

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	efficiently and effectively.	
Offer assistance to KTC.	To participate in and deliver lectures on library studies to trainee teachers at the KTC	Weekly report to Immediate Supervisor.

10. Key Challenges	11. Selection Criteria
<p>To provide an efficient and effective</p>	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Diploma in Library and Information Studies/Certificate in Library skills or Form 7 with 3-5 years working experience in library profession post</p> <p><b>Job Training:</b> Kiribati Certificate in Library with 3- 5 years working experience in library profession</p> <p><b>Prerequisite:</b> Diploma in Library/ Information studies or Certificate in LIS or Teaching Certificate with 3-5working years experience in library profession post.</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge</b></p> <p><b>English Language-</b> Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p> <p><b>Computers and Electronics</b> – Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.</p>

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**Customer and Personal Service** - Knowledge of principle and processes for providing customer service 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.

**2. Skills:**

**Instructing** - teaching others how to do something.

**Speaking**- Talking to others to convey information effectively.

**Active Listening** - Giving a full attention to what other people are saying, talking 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 document

**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 other's 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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**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 you, other individuals, 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 implement solutions.

**Persuasion** – Persuading others to change their minds or Behavior

**3. Attributes**

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

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