

GOVERNMENT OF KIRIBATI

1. Ministry: Ministry of Education		
2. Position Title: Assessment Officer	3. Salary level: L12-10/9-7	4. Division: Curriculum Development Resource Centre
5. Reports To: Director CDRC/Education	6. Direct Reports: SCAO	
7. Primary Objective of the Position: To develop, implement and monitor internal assessments.		
8. Position overview		
9. Financial: Nil	10. Legal: Education Act, Assessment Operational policies & policies, National Conditions of Service and Customer Service Standard.	
11. Internal Stakeholders: <ul style="list-style-type: none"> • CDRC, CDOs and Director • JSS Principals, teachers and students • School Improvement Unit (JSS and SSS Division) • SCAO, CAOs and AAOs <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Reports on roles and responsibilities (e.g development of quality Internal Assessment of national curriculum) • Annual leave for approval • School visit report • Initiatives that may have cost implications (e.g development of new Internal Assessment policies and procedures) • Meetings/Workshop/ Trainings. 	12. External Stakeholders: <ul style="list-style-type: none"> • Parents • Community • Church Schools <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Complaints & issues that community brought up. • Reports on consultation/meetings/workshops in regards to Internal Assessments • School visits. 	
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>DOP – Divisional/Departmental/Unit Plan</i> 		
Key result area/Major Responsibilities	Major activities/Duties	Performance measures/Outcomes
Key Area 1: Development of quality Internal Assessment of the national curriculum.	Provide advice about policies and other matters affecting internal assessments.	Internal Assessment policies and procedures documented.
Key Area 2: Training and professional development associated with implementing Internal Assessment.	Manage the process for developing Internal Assessments and support materials in line with the Ministry's Strategic and Operational Plans.	All Internal Assessments developed, distributed & held according to time lines.

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Key Area 3: Monitoring and evaluation of Internal Assessments.	Assist with internal assessments monitoring and evaluation.	Annual monitoring and evaluation is undertaken.
	Conduct workshops, school visits and other in-service training for teachers and other stakeholders to support development of Internal Assessments.	Training workshops to support the development of Internal Assessment tasks and materials conducted.
	Liaise with other sections of CDRC, MoE and outside sources on matters affecting Internal Assessments.	CDRC, MoE and other sources consulted on matters affecting Internal Assessments.

This 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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<p>14. Key Challenges</p> <p>Negotiating solutions to internal assessment issues.</p> <p>Manage the development of valid, reliable and fair internal assessments which test the national curriculum on a timely basis, accordingly.</p>	<p>15. Selection Criteria</p> <p>15.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-left: 20px;">Recognised Diploma of Education</div> <p>Experiences: Nil</p> <p>Pre-requisite: have been teaching Form 6 & Form 7 level and should at least have undergone trainings on assessment e.g training workshop.</p> <p>15.2 Key attributes (Personal Qualities):</p> <p>Knowledge:</p> <ul style="list-style-type: none"> • Sound understanding of curriculum and assessment issues in the subject area • High level of oral and written in English and Kiribati • Computers & electronics • Customer & personal service <p>Skills:</p> <ul style="list-style-type: none"> • Sound teaching skills in subject areas • Speaking • Active listening • Reading Comprehension • Social Perceptiveness • Monitoring <p>Attributes:</p> <ul style="list-style-type: none"> • Efficient • Effective • Innovative • Creative • Approachable • Cooperative • Fair • Hardworking & dedicated • Sharing • Interested in meeting people <p>Job Training: Should have some training on Assessment Areas.</p>
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