

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: KTC Deputy Principal (Corporate Services)	3. Salary Level: L 6-5	4. Division: Kiribati Teachers' College
5. Reports To: Principal	6. Direct Reports: Principal/ Director of Education	
<p>Primary Objectives of the Position:</p> <ul style="list-style-type: none"> ▪ Provide inspirational operational leadership and direction necessary for ensuring that the College delivers its mission and values ▪ Enhance the College's capacity for providing quality services by utilizing sound judgement, intelligence and common sense ▪ Exercise leadership and management knowledge and skills wherever necessary but specifically in the defined areas of responsibility 		

7. Position Overview	
9. Financial: Nil	10. Legal: Education Act 2013, Kiribati National Condition of Service, Customer Service Standard, National Legislation Acts, Procurement Acts, Financial Regulation Act, Education Code of Ethics and all policies and procedures set by the College.
11. Internal Stakeholders: <ul style="list-style-type: none"> • Principal • Senior Lecturers • Office Manager • Account Clerk 	12. External Stakeholders: <ul style="list-style-type: none"> • Guardians • Course Approval Committee members • Staff of MOE Headquarter • Donor Agencies

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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<ul style="list-style-type: none"> • Departmental Head of Departments • Deputy Principal (Teaching and Learning) • Lecturers • Support staff • Headman and Headwoman • Security Guards • Technical Assistants (TAs) • Teacher Professional Development Coaches <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Monitor and reporting on teacher trainee' academic performance, discipline and factors that are needed by the school community concerning students 	<ul style="list-style-type: none"> • Island Education Coordinators • School Head Teachers <p>To be referred to Manager</p> <ul style="list-style-type: none"> • wider school community
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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	<ul style="list-style-type: none"> ▪ Oversee the supervision of the office, administrative and other support staff, in conjunction with the Office 	<ul style="list-style-type: none"> ▪ Improved teacher trainees' performance aligned with Teacher Service Standard

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	<p>Manager and other relevant line managers.</p> <ul style="list-style-type: none"> ▪ Oversee the smooth operations of the College, in conjunction with the Principal in the development of facilities and resources ▪ develop and implement suitable channels of communication across College activities, ensuring that timely and appropriate information is communicated to staff ▪ Co-ordinate all financial aspects of College activities, reporting directly to the Principal. ▪ To develop financial procedures to enable the college to operate successfully with the annual expenditure budgets ▪ Implement and monitor financial operations of the college in conjunction with the College's Account Clerk, Ministry's Account and Deputy Secretary ▪ Provide and report budget trends to Principal ▪ Work collaboratively with Principal in development of college's annual budget ▪ Coordinate all quality assurance aspects of College, reporting directly to the Principal 	<ul style="list-style-type: none"> ▪ Improved teacher trainees' English Proficiency to reach the recommended benchmark ▪ Improved teacher trainees' learning/performance ▪ Improved social skills of teacher trainees aligned with Kiribati Values
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	<ul style="list-style-type: none">▪ Promote and maintain procedures and practices which facilitate equality and diversity across all college operations and strategic developments ▪ Coordinate activities to meet the requirements of any inspections and assessment imposed upon the College ▪ Develop, plan, implement and monitor staff procedure operating with the college, in conjunction with Office Manager▪ Monitor and report teacher trainees and staff attendance to Principal ▪ Coordinate recruitment ,deployment, evaluation, training and appraisal of staff▪ Counsel and attend staff/teacher trainees' grievances▪ Oversee all Health& Safety issues associated with College's activities▪ Chair all College's committees advised by Principal▪ Carry out teaching role when needed by the college▪ Carry out other reasonable requests as required by the Principal.	
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<p>Management (SBM- Working collaboratively)</p>	<ul style="list-style-type: none"> ▪ Establish excellent working relationship with Senior Management Team colleagues and Stakeholders ▪ Provide inspirational and dynamic leadership, motivation and management skills to ensure that staff meet or exceed expectations ▪ Secure performance against delivery targets. ▪ Ensure that the College is routinely and systematically securing the views of stakeholders particularly learners and employers. 	<p>Students achieved the recommended curriculum learning outcomes</p> <p>Students’ Learning Achievement improved</p> <p>Quality teaching and learning in the classroom is maintain</p>
10. Key Challenges	11. Selection Criteria	
<ul style="list-style-type: none"> ▪ Training teachers to be passionate, innovative, creative and committed teacher to enhance improve the learning outcomes of all Kiribati Students to become good and responsible citizens in future. ▪ Taking risks in decision making ▪ Carrying out discipline matter with staff and students 	<p>11.1 PQR (Position Qualification Requirement): Qualification: B. Ed, B.A. B. Sc</p> <p>Experience: 3 years post degree work experience at middle management level.</p> <p>Job Training: Teacher training/ Professional Development for pre-service and in-service teachers</p>	
	<p>11.2 Key Attributes (Personal Qualities): Knowledge</p> <ul style="list-style-type: none"> ▪ English Language Proficiency- must attain the recommended ISLPR ▪ Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for 	

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	<p>individuals and groups, and the measurement of training effects.</p> <ul style="list-style-type: none">▪ Computer literate – must have advance knowledge and skills on Microsoft word, excel and power point program their uses and applications to enhance teaching and learning.▪ 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.▪ 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.▪ 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>Skills</p> <ul style="list-style-type: none">▪ Instructing – Teaching others how to do something.▪ Speaking – Talking to others to convey information effectively.
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	<ul style="list-style-type: none">▪ 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.▪ Reading Comprehension – Understanding written sentences and paragraphs in 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/ Logic 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 individuals, or organizations to make improvements or take corrective action.▪ Time Management – Managing one's own time and the time of others.
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	<ul style="list-style-type: none">▪ 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. <p>Strong belief in inclusivity and commitment to education and training across the whole range of the College’s client groups</p> <p>E Psychometric tests, selection process Self aware and confident with high professional standards</p> <p>E Capacity to work under pressure whilst retaining a calm disposition</p> <p>Attributes</p> <ul style="list-style-type: none">i. Honestii. Smartiii. Respectfuliv. Dutiful
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