

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

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| <b>1. Ministry:</b> Ministry of Health and Medical Services   |   |   |
| <b>2. Position Title:</b> Lecturer – KSON Pre-service & Undergraduate program for Advanced Diploma of Nursing.  | <b>3. Salary Level:</b> L11-10/9-7  | <b>4. Division:</b> School of Nursing and Health Sciences<br><b>Location:</b> MHMS, KSON and Health Sciences Campus, Bikenibeu. |
| <b>5. Reports To:</b> Deputy Director, School of Nursing and Health.  | <b>6. Direct Reports:</b> KSON Head of School, Pre-Service & Undergraduate programs (day to day reporting). |   |
| <b>Primary Objective of the Position:</b> Assist the Director for School of Nursing and Health Sciences through the relevant Deputy Director and HOS Pre-service and Undergraduate programs in managing the smooth daily operation of the School of Nursing and Health Sciences (SONH) pre-service and undergraduate programs and the MHMS at large in assuring and improving the quality of teaching and learning and systems, organizational planning, implementations and evaluation cycles and processes. |   |   |

| <b>7. Position Overview</b>  |  |
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| <b>9. Financial:</b> Nil   | <b>10. Legal:</b> Kiribati National Conditions of Service 2012<br>Medical Services (KNC Act) 1996  |
| <b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Full and part time KSON students</li> <li>• Employees and Senior Managers at MHMS</li> <li>• Employees and Senior Managers within other bilateral Ministry Divisions</li> </ul> | <b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Public sector employers</li> <li>• Community and industry representatives</li> <li>• Ministry of Health and Medical Services (MHMS), especially managers and staff of nursing services in hospital and community</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Nursing Academic Programme Committee</li> </ul> <p>To be referred to Head of School Pre-Service &amp; Undergraduate Programs pertinent to the following:</p> <ul style="list-style-type: none"> <li>• Teaching and assessment outcomes and issues</li> <li>• Student discipline and administration issues</li> <li>• Requests for consumables and equipment</li> <li>• School and clinical placement issues and continuous improvements</li> <li>• Requests for external expert assistance in specific fields</li> <li>• Requests for transportation to facilitate clinical attachments, community projects or outer-island assessments and the completion of final course assessments.</li> </ul> | <p>settings, clinicians and paramedical staff</p> <ul style="list-style-type: none"> <li>• Other GoK ministries</li> <li>• Voluntary service providers</li> <li>• Nursing professional associations and networks</li> <li>• KSON &amp; Health Sciences' education and training partners</li> <li>• Island Councils, communities and health staff in outer-islands.</li> <li>• KSON Alumni</li> <li>• To be referred to Head of School, KSON, pre-service and undergraduate programs.</li> <li>• Employer education and training needs</li> <li>• Employer staffing needs</li> <li>• Student work experience issues</li> <li>• Graduate employment quality issues</li> </ul> |
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**13. KEY ACCOUNTABILITIES** *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:** KPI 1 Human Resource Development; KPI 2 Economic Growth and Poverty Reduction
- **MLHRD MOP Outcome:**  
  - Goal 1. Develop an integrated and accountable Higher Education systems to improve workforce skills
  - Goal 5. Training for economic and sustainable development
- Ministry of Health and Medical Services Strategic Plan (2024-2027)
- **Divisional/Departmental/Unit Plan:**  
  - Goal 1: Further, develop KSON and Health Sciences courses to international standards.

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*Goal 2: Increase national and international employment and further study opportunities for KSONHS graduates*

*Goal 3: Ensure equitable access for I-Kiribati to KSONHS courses*

| <b>Key Result Area/Major Responsibilities</b> | <b>Major Activities/Duties</b>  | <b>Performance Measures/Outcomes</b>   |
|---|---|--|
| Teaching and assessment                       | <p>Deliver teaching and conduct assessment of learning and competence in such subjects as are agreed in full-time or part-time nursing courses to the required legislative, nursing professional, and SONH Quality Framework standards. This includes</p> <ul style="list-style-type: none"> <li>✓ Providing defined learning objectives and teaching plans in accordance with course descriptions.</li> <li>✓ Facilitating the learning process through a wide variety of planned learning experiences and activities.</li> <li>✓ Facilitating learning processes which support students to utilise, develop and/or enhance adult and independent learning strategies.</li> <li>✓ Maintaining professional standards of practice and act as role model in teaching situations.</li> <li>✓ Using reliable and valid methods to assess the academic and practical progress of students.</li> </ul> | <ul style="list-style-type: none"> <li>• Teaching and assessment materials, to support the delivery and assessment, are developed and contextualised for Kiribati.</li> <li>• Teaching and assessment is delivered in an enthusiastic, effective and varied way consistent with agreed quality standards.</li> <li>• Work submitted by students is marked and returned to students within 3 weeks from date of assessment task.</li> <li>• Teaching and assessment records are stored and maintained within the SONH electronic filing repository, consistent with agreed quality standards.</li> <li>• Validation and moderation of assessment is carried out in a timely manner, consistent with agreed quality standards.</li> <li>• Evaluation of training and assessment, by way of validation and student evaluation of course content, is undertaken on a routine basis using KSON approved tools.</li> <li>• Attendance at class is on time and effective preparation for class is completed prior to the</li> </ul> |

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|                        | <ul style="list-style-type: none"> <li>✓ Participating in pre- and post-moderation activities.</li> <li>✓ Coordinating teaching with other team members to deliver the curriculum with continuity and coherence.</li> <li>✓ Routine review, updated and revision of teaching content and methods relative to changing learning requirements of students.</li> <li>✓ Maintain and file all course material and records, including lesson plans, teaching resources and assessment documents.</li> <li>✓ Liaising with MHMS and assisting with the clinical placement of student nurses under the protocol <i>Responsibilities for Clinical Experience</i>.</li> </ul> <p>Demonstrate professional practice consistent with the traditions of nursing, GoK, MHMS and KSON policies and procedures</p> | <p>class.</p> <ul style="list-style-type: none"> <li>• The KSON “English Only” Policy is consistently implemented across the Institute.</li> <li>• All teaching and assessment provided is fair and equitable, particularly in relation to gender and disability.</li> <li>• Professional practice consistent with the traditions of nursing, GoK and KSON Academic and Conduct policies and procedures.</li> </ul> |
|                        | <p>Assist with the development and delivery of short courses and customised KSON’s activities on Tarawa and outer islands to nursing professional, MHMS and KSON &amp; Health Sciences Quality Framework standards.</p>   | <ul style="list-style-type: none"> <li>• Short courses and customised KSON activities are designed to meet the specific needs of key clients.</li> </ul>  |
| <p>Student Support</p> | <p>Provide academic guidance to students, and</p>   | <ul style="list-style-type: none"> <li>• All students are provided with adequate levels</li> </ul>  |

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|  | <p>liaise with senior colleagues about student achievement as appropriate.</p> <p>Ensure any student requiring additional academic support and/or reasonable adjustment with teaching and assessment are identified and adequately supported.</p> <p>Refer students needing or requesting higher levels of support are referred to KSON nominated student support officers.</p>   | <p>of academic support.</p> <ul style="list-style-type: none"> <li>• All additional academic support and/or reasonable adjustment for student is identified and recorded.</li> <li>• All student requiring requesting higher levels of support are identified within reasonable timeframes and referred to KSON nominated student support officers.</li> </ul>   |
| <p>Course Evaluation and Development</p> | <p>Participate in the development of new courses.</p> <p>Participate in ongoing course and curriculum review and development.</p> <p>Participate in the development and/or contextualisation of course materials.</p>   | <ul style="list-style-type: none"> <li>• 100% active attendance at course/curriculum development meetings.</li> <li>• Nursing courses remain relevant and up to date consistent with professional standards.</li> <li>• Course materials are developed and, where applicable, contextualised for Kiribati.</li> </ul>  |
| <p>Teaching administration</p>           | <p>Comply with all KSON policies and procedures and maintain administration standards consistent with the KSON Quality Framework.</p> <p>Attend and participate in School meetings as required and complete activities arising from those meetings.</p> <p>Serves on KSON academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.</p> <p>Liaise with colleagues to obtain and maintain current and relevant teaching resources,</p> | <ul style="list-style-type: none"> <li>• 100% compliance with KSON Policies and procedures and quality standards.</li> <li>• 100% active attendance at KSON and committee meeting.</li> <li>• Administrative requests are responded to within reasonable timeframes.</li> <li>• Inventory of teaching resources, equipment, supplies and teaching support is maintained at required levels.</li> </ul> |

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|                          | equipment, supplies and teaching support.   |  |
| Research                 | <p>Contribute to the School's research culture, research forum and research outputs.</p> <p>Demonstrate a commitment to undertake research and scholarly activity individually and collaboratively.</p> <p>Actively participate in School research and scholarly activities as negotiated.</p> <p>Participate in the MHMS research programme</p>  | <ul style="list-style-type: none"> <li>• Negotiated annual professional development plan includes an agreed research component and performance targets which may include postgraduate study with a research component.</li> <li>• Research contribution made through seminars, workshops, presentations and publications as negotiated under annual Professional Development Plan.</li> </ul>  |
| Professional development | <p>Undertake necessary professional development in nursing education recognition programs nationally, regionally and internationally to advance professional nursing education competencies at global standards. This is central to improve nursing graduate competencies meet international and global nursing standards and competencies.</p> <p>Obtain Bachelor's of Science (BSN) in Nursing and advanced Degree qualifications in Nursing, Midwifery, Public Health, Health and Nursing Research, Health Services Management and other related fields essential in advancing and strengthening health care systems in Kiribati and offshore where the Kiribati Nursing graduates are employed.</p> | <ul style="list-style-type: none"> <li>• Professional development relevant to training and assessment in nursing and related disciplines is successfully completed in a timely manner.</li> <li>• All required professional qualifications are obtained and competence is maintained.</li> <li>• Graduate Certificate in Tertiary Teaching is obtained to enhance faculty competence and quality assurance of the Nursing programs is maintained.</li> <li>• KSON and other professional development activities are fully attended and successfully completed to enhance competence in teaching, learning and assessment.</li> </ul> |

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|                                    | <p>Successfully complete the Graduate Certificate in Tertiary Teaching Training and Assessment or required equivalent to develop and enhance competence in teaching and learning, constructivist theory of learning and curriculum review.</p> <p>Maintain current industry competence in all technical areas of teaching.</p> <p>Maintain current education and training competence.</p> <p>Complete all other GoK, MHMS and KSON professional development activities in relation to English, ICT, disability, gender, equality and sustainability, etc.</p> |  |
| Employer and health sector liaison | <p>Maintain effective and routine communication with external stakeholders.</p> <p>Contribute professional expertise to MHMS</p>  | <ul style="list-style-type: none"> <li>• Convene and attend relevant KSON Academic Committee (KAC) meetings at least twice a year</li> <li>• Participate in MHMS advisory groups and workshops as appropriate, e.g., Nurses' Day, Midwives' Day, Breast-feeding, Health day celebrations, nursing assurance, etc.</li> </ul> |
| Marketing and promotion of nursing | Promote the School and profession of nursing  | <ul style="list-style-type: none"> <li>• Promotion of a positive program and nursing</li> </ul>  |

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| <p>and midwifery educatio</p> | <p>in response to community needs.</p> <p>Model and reinforce professional and KSON &amp; Health Sciences brand attributes.</p> <p>Work with a collaborative and team based approach.</p> <p>Implement relevant parts of the MHMS Marketing Plan for KSON.</p> <p>Assist with planning and organising important School and KSON'S events, e.g., orientation, open days, graduation.</p> | <p>professional and KSON Team culture is evident.</p> <ul style="list-style-type: none"> <li>• Full compliance with GoK, MHMS and KSON policies, procedures, practices and quality systems is met.</li> <li>• KSON maintains its key brand attributes.</li> <li>• KSON Marketing Plan is successfully implemented in areas relevant to community services.</li> <li>• KSON events are well planned and hosted in a professional manner consistent with KSON brand attributes.</li> </ul> |
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| 14. Key Challenges   | 15. Selection Criteria   |
|--|--|
| <ul style="list-style-type: none"> <li>• Consistently meeting all requirements of the KSON Quality Framework on a daily basis, relevant to this position.</li> <li>• Consistently providing high quality teaching and assessment services, on a daily basis, in order to motivate students to achieve their best possible educational outcomes, relative to their learning capacity.</li> <li>• Always complying with the KSON “English Only” Policy.</li> <li>• Always promoting inclusiveness and fairness within KSON, consistent with the KSON Gender Equality Strategy and the KSON Disability Strategy.</li> <li>• Reinforcement of KSON brand attributes and values on a daily</li> </ul> | <p><b>15.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Kiribati Registered Nurse approved by the Nursing Council with recent experience.</li> <li>• University Bachelor’s of Science in Nursing (BSN);</li> <li>• A teaching qualification in the Graduate Certificate of Tertiary Teaching.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Adequate workplace and clinical experience in nursing education and nursing practice relevant to the course topics that will be taught and assessed.</li> </ul> |

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basis.

**Job Training:**

- Have exposed to professional development in training of nurses or student nurses in both classroom and clinical or related experiences is an advantage.
- Demonstrated capacity and willingness to participate in ongoing “on” and “off” the job professional development and training

**15.2 Key Attributes (Personal Qualities):**

**1. Knowledge and Experience**

- Wide range of nursing practice experience is essential.
- Up-to-date knowledge of nursing practice is essential.
- Tertiary teaching experience in nursing is desired.
- Knowledge of generally accepted international competency requirements for the Registered Nurse Scope of Practice is required.
- An understanding of the principles of cultural safety, and a commitment to the development of a culturally sensitive working and learning environment.
- An understanding of current issues and directions in nursing practice

**2. Skills:**

- Highly developed oral and written communication skills
- Proven organisational and planning skills are essential.
- Curriculum development experience is desired.
- English language competency to successfully train and assess in English.
- Computer literate with the ability to use Microsoft Word to levels required for the delivery and support of training and assessment.

**3. Attributes**

- High level of motivation and commitment to teaching Kiribati nurses

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of the future.

- Flexible and responsive approach needed to maintain a creative, innovative and fresh approach to teaching.
- Ability and commitment to facilitate a culturally safe teaching and learning environment.
- Sound judgment and decision-making regarding teaching roles and responsibilities
- Willingness to work beyond normal working hours
- High degree of professionalism as a nurse educator teaching professional and to be a good role model for KSON students reflective of the values and traditions of the nursing profession, Institute values and KSON brand attributes.
- Ability to work within a collaborative and team based work environment.
- Inclusive and non-discriminatory attitudes to all colleagues and students.
- Commitment and ability to adhere to all MHMS OHS directives of the KSON and Health Sciences Education systems.
- Commitment and ability to provide quality fair and equitable teaching and assessment in a post-secondary environment.

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