GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. **Ministry:** Employment and Human Resource	

2. **Position Title:** Lecturer IT	3. **Salary Level:** L11-10/9-7	4. **Division:** Kiribati Institute of Technology (KIT) **Location:** KIT Betio Campus

5. **Reports To:** Deputy Director with day to day reporting to the Head, School of Business	6. **Direct Reports:** Nil

Primary Objective of the Position: To teach IT classes and assist the *Head of School of Business* in the overall planning, development and evaluation of full time and part time courses. To develop programmes and initiatives to raise the IT competency for students.

7. **Position Overview**	
9. Financial: Nil	10. Legal: Kiribati National Conditions of Service 2012
11. Internal Stakeholders: • Full and part time KIT students • Employees and Senior Managers at KIT • Employees and Senior Managers within other Ministry Divisions • SfEP Advisers To be referred to Manager:	12. External Stakeholders: • Public sector employers • Community and industry representatives • Other GoK ministries • KIT Alumni • Student work experience issues • Private and public sector employers

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• Training and assessment learning environment issues • Quality requirements • Facility issues	To be referred to Manager • Industry needs • Student work experience issues • Course advisory needs

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*
- *MEHR MOP Outcome:*

  Goal 1. Develop an integrated and accountable TVET system to improve workforce skills

  Goal 5. Training for economic and sustainable development

- *Divisional/Departmental/Unit Plan:*

  Goal 1: Further develop KIT into a high quality institution offering a range of TVET courses to international standards.

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

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

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Scheduled classes are conducted in accordance with timetable	Planning and delivery of IT classes	Student numbers are retained in timetabled classes. Units are delivered and completed to schedule

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Students work is assessed on a timely basis.	Assess student work	Course results are provided to administration personnel and updated in a timely manner.
An increase in the standard of student learning	Training in delivery and assessment strategies to engage and promote student learning.	Student numbers in classes are retained and an increase in successful completion rates.
Students engage in IT studies to assist in holistic learning processes.	Development and implementation of changes to the IT curriculum to reflect continuous improvement.	Increase in IT competency using student and staff benchmarks.
New IT training initiatives are developed.	To assist the *Head of School of Business* in innovative and creative program development in *CS* studies.	New initiatives implemented
Student details and results are accurately recorded.	To maintain student records in confidential and timely manner.	Student Record Management System provides for accurate and timely resulting of student results.
Student individual needs are met.	Time is allocated for student consultation to meet individual needs.	Timetable of staff clearly indicates allocated student consultation time.
School of Business contribution to key organizational objectives.	To carry out other duties as directed by the Director, Deputy Directors or Head of School.	Willing to contribute to organizational key objectives in a collaborative manner.

14. Key Challenges	15. Selection Criteria
• Consistently meeting all requirements of the KIT Quality	**15.1 PQR (Position Qualification Requirement):**

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Framework on a daily basis, relevant to this position.

- 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.
- Always complying with the KIT "English Only" Policy.
- Always promoting inclusiveness and fairness within KIT, consistent with the KIT Gender Equality Strategy and the KIT Disability Strategy.
- Reinforcement of KIT brand attributes and values on a daily basis.

Education:

Diploma of IT or equivalent

And

Cert IV TAE teaching qualification

Experience:

- One year teaching experience in a tertiary institution

Job Training:

- 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**
- Tertiary teaching experience in communities.
- An understanding of the principles of cultural safety, and a commitment to the development of a culturally sensitive working and learning environment.

2. **Skills:**
- 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 teach
- Flexible and responsive approach needed to maintain a creative, innovative and fresh approach to teaching.

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	• Willingness to work beyond normal working hours • Inclusive and non-discriminatory attitudes to all colleagues and students. • Commitment and ability to adhere to all OHS directives of the Institute. • Commitment and ability to provide quality fair and equitable teaching and assessment in a post-secondary environment.

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