

1. Ministry: Ministry of Education		
2. Position Title: Curriculum Development Officer (Social Science)	3. Salary Level: L11-10/9-7	4. Division: Curriculum Development Resource Centre (CDRC)
5. Reports To: Director CDRC	6. Direct Reports: Senior Curriculum Development Centre	
7. Primary Objective of the Position: To manage the development, implementation and monitoring of curriculum in assigned learning areas		

8. Position Overview		
9. Financial: Nil	10 Legal: Education Act 2013, Kiribati National Condition of Service 2012	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Teachers at Primary, JSS and SSS • Head Teachers, Principal at government schools • MOE staff <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Issues on the development processes and procedures of curriculum and support materials • Approval of annual leave • School visits monitoring on curriculum and support materials • Work plan • Initiatives that may have cost implications • Meetings, workshops and trainings 	12. External Stakeholders: <ul style="list-style-type: none"> • Parent • School Committee • Student • Mission schools • Donor partners <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Wider school community issues • Initiatives and issues from donor partners 	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

Key area 1: Management of the development of quality curriculum materials (syllabuses, prescriptions and teacher guides) in assigned learning area(s) in line with NCAF.	Manage the development of national curriculum in assigned learning area(s) in line with the Ministry's Strategic and Operational Plans and the NCAF. Liaise with other sections of CDRC, MOE and outside sources on matters affecting curriculum.	All curriculum materials completed according to Ministry's Operational Plans.
Key Area 2: Management and coordination of curriculum support materials development in assigned learning area(s) in line with NCAF.	Coordinate the process for developing support materials in assigned learning area(s) in line with the Ministry's Strategic and Operational Plans.	All curriculum support materials completed according to Ministry's Operational Plans.
Key Area 3: Monitoring and evaluation of the impact of the curriculum in assigned learning area(s) on the achievement of improved learning outcomes for students.	Assist with the development of school-based and national assessment guidelines.	Curriculum materials contain school based and national assessment guidelines and standard.
	Conduct workshops, school visits and other in-service training for teachers, KTC lecturers and other stakeholders to support implementation of curriculum and assessment.	Implementation of curriculum supported by training of appropriate personnel on the new curriculum and assessment.
	Organize and participate in relevant subject committee meetings and consultation with key stakeholders	
	Liaise with other sections of CDRC, MOE and outside sources on matters affecting curriculum.	Subject committee meetings & consultations with key stakeholders held when required

10. Key Challenges	11. Selection Criteria
<p>Negotiating solutions to curriculum and assessment issues. Balancing stakeholder views and expectations. Manage curriculum development projects/activities in assigned learning area(s) using required procedures and within set time frames and budgets.</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Bachelor of Education majoring in Social Science</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge:</p> <ul style="list-style-type: none"> o Sound teaching skills in the subject area o Sound understanding of curriculum and assessment issues in the subject area o High level oral and written skills in English and Kiribati o 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. o Computers and Electronics <p><input type="checkbox"/> Skills:</p> <ul style="list-style-type: none"> o Teaching Complex skills in subject areas o Speaking to convey messages effectively o Active Listening to give full attention and understand others o Critical thinking to be logic and reasonable to identify solutions o Time management to manage own time and others <ul style="list-style-type: none"> o Problem solving to develop, evaluate options and implement solutions o Customer and personal service to provide quality customer standards at all times o Leadership and teamwork skills <p><input type="checkbox"/> Attributes:</p>

- o Honest
- o Smart
- o Respectful
- o Dutiful