

GOVERNMENT OF KIRIBATI
Positive Description

1. Ministry: Ministry of Education (MOE)		
2. Position title : Project Officer	3. Salary Level: L9-7	4. Division: Admin
5. Report to: Deputy Secretary	6. Direct Report: SEOP, SEOJ	
7. Primary Objective of the Position: To coordinate and oversee all meal at Government basic school education (Primary & JSS) and to ensure that all vendors engaged at schools are well supported in terms of payment and compliance to policies for healthy diet.		

8. Position Overview	
9. Financial: \$50,000	10. Legal: Education Act 2013, Kiribati National Condition of Service and Education Code of Ethics , Public Record Act 2013
11. Internal Stakeholders: <ul style="list-style-type: none"> • MOE admin and account officers • SIU- Primary and JSS Officers • IECs, Head Teachers(Primary) and Principals(JSS) <p>Without referral to Manager:</p> <ul style="list-style-type: none"> • 	12. External Stakeholders: <ul style="list-style-type: none"> • MIA, MHMS, Island Councils, MFED, MELAD, Community, School Committees and vendors <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Annual National Meal Coordination Plan • School meal funds
13. KEY ACCOUNTABILITIES (Include linkage to Gov't Manifesto, KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ Gov't Manifesto #79: Providing free meal to JSS and Primary students ▪ KDP/KPA: KPA 1: Harnessing our Human resource 	

GOVERNMENT OF KIRIBATI

Positive Description

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcome
Assist in developing Kamwarake policy and plan for review when seen necessary	<ol style="list-style-type: none"> 1. Work with PPRD for the development or review of the Kamwarake policy 2. Provide briefing papers should there is a need 	A revised kamwarake policy and clear briefings
Develop quarterly report on school data for all basic schools (Gov't Primary and JSS)	<ol style="list-style-type: none"> 1. Collect and analyze data and develop report to DS 2. Work with internal stakeholders for accuracy of data 3. Make travel arrangement to the outer-island to monitor progress and see the operation from vendors 	A quarterly timely and prompt report and update
Plan and organize meeting programs with stakeholders to see room in improvising system and to resolve issues along the way.	<ol style="list-style-type: none"> 1. Conduct quarterly meetings as secretariates with the steering committee and the technical working group on the progress of the school meal program 2. Reviewing policies and improvised more on MOE's system 	Quarterly meetings and report
Ensure smooth and efficient operation of the school meal program	<ol style="list-style-type: none"> 1. Awareness programs to the outer-islands for the process of sustaining school meal for prompt payment 2. Set timeframe for invoice submissions to all Meal Assistant Officers (MAO) to follow to ensure that payment is timely to the vendors 3. Set work plan and update summary briefing on the prompt payment and return of warrant used in the outer-island 4. Strict monitoring and supervision of MAO 	Timely and as required

GOVERNMENT OF KIRIBATI
Positive Description

Administrative tasks	<ol style="list-style-type: none"> 1. Perform end of the year annual budget expenditure in line with school roll database 2. Provide briefings on progress to the DS when needed by the EM 	Timely and as required
14. Key Challenges		15. Selection Criteria
<p>One of the challenges for this post is the need of timely payment to the vendors and making sure students received healthy and nutritious meal. The SMC should be very smart in coordinating every activities and ensure data and submission of DW is up-to-date and timely particularly to the outer-islands.</p>		<p>15.1 PQR (Position Qualification Requirement): Education</p> <ul style="list-style-type: none"> • Degree in Accounting with at least 3 years work experience in the account section/ Diploma in Education with at least 10 years work experience in any JSS or Primary school / Degree in Education / Degree in Public health/ Degree in Public Administration <hr/> <p>15.2 Key Attributes (Personal Qualities):</p> <p>Knowledge Able to work with Microsoft offices especially excel</p>
		<p><u>Skills</u></p> <p>Instructing – Teaching other how to do something.</p> <p>Active listening – Giving full attention to what other people are saying, talking time to understand the points being made, asking questions as appropriate not interrupting at Inappropriate times.</p> <p>Speaking – Talking to others to convey information effectively.</p> <p>Reading Comprehension – Understanding written sentences and paragraph work related documents.</p> <p>Learning Strategies – Selecting and using on the job training/ Instructional methods and procedures appropriate for the situation when learning new issues or teaching new things.</p> <p>Social Perceptiveness – Being aware of others ‘reactions and understand why they react as they do.</p> <p>Writing – Communicate effectively in writing as appropriate for the needs of the audience.</p>

GOVERNMENT OF KIRIBATI
Positive Description

	<p>Active learning – Understanding the implications of new information for current and future problem – solving and decision-making.</p> <p>Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p>Monitoring – Monitoring/Assessing performance of yourself, other individual or organizations to make improvements or take corrective action.</p> <p>Time Management – Managing one’s own time and the time of others.</p> <p>Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.</p> <p>Persuasion- Persuading others to change their minds or behavior.</p> <p>Attributes</p> <ul style="list-style-type: none">i. Honestii. Smartiii. Respectfuliv. Impartial
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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.

Approved by :	Date of issue:
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