

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Senior Curriculum and Assessment Officer (SCAO)	3. Salary Level: 6-5	4. Division: Curriculum Development Resource Centre (CDRC)
5. Reports To: Director Education/Secretary	6. Direct Reports: <i>(Write No. & Position Title: 1 & Director CDRC)</i>	
7. Primary Objective of the Position: To manage the development, implementation and monitoring of internal and external assessment. Leadership and management of the Examinations & Assessment Unit.		
8. Position Overview		
9. Financial: Up to \$13,104.00 or more		9. Legal: Education Act, Assessment Operational Policies & Procedures
11. Internal Stakeholders: <ul style="list-style-type: none"> • HODs (KTC and SIUs) • CDRC CDOs and Director • Primary Head Teachers • JSS Principals • SSS government Principals • Admin Staff (SAS and Secretary) To be referred to Manager: <ul style="list-style-type: none"> • Roles and responsibilities (e.g: ways/strategies of addressing issues related to examinations, assessment, recording and reporting • Consultations for assessment reviewed procedures and processes • leave roster and professional development of staff • report any issues concerning his/her staff welfare • staff performance • Initiatives that may have cost implications (e.g implementation of new/revised policies) • Meetings, workshops and trainings • Divisional budget 		12. External Stakeholders: <ul style="list-style-type: none"> • Ministry of Internal Affairs • CEO/Clerk to Islands Council • Mayor • Councilors • Parents • Community • Church schools • Donor partners To be referred to Manager <ul style="list-style-type: none"> • Schools report on external/internal examinations • Complaints and issues that community brought up • Reports on consultation/meeting/workshop in regards to assessments • National/regional assessment reports

This is 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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>DOP - Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1: Management of quality examinations of the national curriculum.	Oversee the national examinations. Manage the liaison with other sections of CDRC, MoE and outside sources on matters affecting examinations.	All examinations completed, students' results reported according to time line set.
Key Area 2: Manage the development, analysis, reporting & evaluation of curriculum monitoring tests & results and examinations & results.	Oversee the cycle of curriculum monitoring tests. Manage the liaison with other sections of CDRC, MoE and outside sources on matters affecting curriculum monitoring tests.	Curriculum monitoring tests completed and report provided to stakeholders according to time line set.
Key Area 3: Manage moderation of school internal assessments, data collection, systems & recording, reporting & certification	Oversee the moderation of school internal assessments, data collection, systems & recording, reporting & certification.	All data collected, processed and stored securely to enable moderation of internal assessments, and implementation of examinations, curriculum monitoring tests, recording, reporting and certification.
Key Area 4: Supervision of staff.	Induction, training, supervision, performance appraisal, professional development	All staff perform their position descriptions effectively and efficiently.
Key Area 5: Effective and efficient management of the unit.	Equipment maintenance, supplies, managing budget, managing staff time, operational calendar, front counter service	Exams Unit provides effective, efficient and timely service to all schools and to MoE at all times.
Key Area 4: Supervision of staff.	Induction, training, supervision, performance appraisal, professional development	All staff perform their position descriptions effectively and efficiently.

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10. Key Challenges	11. Selection Criteria			
<p>Negotiating solutions to curriculum and assessment issues</p> <p>Balancing stakeholder views and expectations</p> <p>Manage curriculum development projects/activities using required procedures and within set time frames and budgets</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Recognized teaching qualification</p> <p>Experience:</p> <table border="1" style="width: 100%;"> <tr> <td>For applicants with Teacher’s Certificate only – at least 8 years teaching experience</td> </tr> <tr> <td>For applicants with Diploma – at least 5 years teaching experience</td> </tr> <tr> <td>For applicants with Degree – at least 3 years teaching experience</td> </tr> </table> <p>Job Training: Should have some training on assessment areas.</p> <p>Prerequisite: should at least have undergone trainings on assessment or other academic training offered offshore e.g training workshops or attachments and have been taught F6 & 7 level.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> ○ Knowledge ○ Sound understanding of curriculum and assessment issues in the subject area ○ Mathematics/Statistical background ○ High level oral and written skills in English and Kiribati ○ Computers and Electronics ○ Customer and Personal Service ○ Skills: ○ Teaching skills in subject areas ○ Speaking ○ Active Listening 	For applicants with Teacher’s Certificate only – at least 8 years teaching experience	For applicants with Diploma – at least 5 years teaching experience	For applicants with Degree – at least 3 years teaching experience
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| | <ul style="list-style-type: none">○ Reading Comprehension○ Social Perceptiveness○ Monitoring○ Attributes<ul style="list-style-type: none">○ Efficient○ Effective○ Innovative○ Creative○ Approachable○ Cooperative○ Fair○ hardworking and dedicated○ sharing○ interested in meeting people |
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