

**GOVERNMENT OF KIRIBATI**  
**Positive Description**

1. Ministry of Education MOE		
2. <b>Position title</b> : Archives Preservation Officer	3. Salary Level. L15-14/13	4. Division: National Library and Archives
5. Report to Chief Librarian and Archivist	6. Direct Report: Senior Archivist	
7. Primary Objective of the Position: safeguarding Kiribati historical documents through high quality of preservation measures and that Kiribati heritage are safely preserved and be available for educational usage by generations to come.		

8. Position Overview	
9. Financial:	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"> <li>• Chief Librarian/Archivist</li> <li>• Senior Assistant Archivist/Librarian</li> <li>• Library &amp; Archives Supporting Staff i.e security, Cleaner</li> </ul> To be referred to Manager: <ul style="list-style-type: none"> <li>• Monitor and reporting on all Library /Archives patrons' informational need and queries.</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Staff of MOE Headquarter</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li>• Wider public community</li> </ul>
13. <b>KEY ACCOUNTABILITIES</b> (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> <li>▪ KDP/KPA: KPA 1: Human Resources Development 1.5</li> </ul>	

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.

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcome
<p>Preservation of all Archives monographs and records ( reports, files, artifacts)</p>	<ul style="list-style-type: none"> <li>• Recording and updating the register for incoming closed files and other valuable document deposit in the Archives.</li> <li>• Sorting out and arranging of closed file and other valuable documents to their specific numbers and areas.</li> <li>• Responsible for the preservation of Archives document using preservation techniques</li> <li>• Organizes and manages the preservation program and evaluating resources for preservation.</li> <li>• Entering of records into database access</li> <li>• Digitizing and Scanning of valuable records to make e-copies</li> <li>• Responsible for finding aid for preserving aid for preserving damaged records.</li> </ul>	

14. Key Challenges	15. Selection Criteria
To provide an efficient and effective	<p>15.1 PQR (Position Qualification Requirement): Education</p> <ul style="list-style-type: none"> <li>• Diploma in Library / Archives Information studies or Certificate in Libraries Information Studies with 3 working experience in Library post.</li> </ul> <p>Experience: 2/3 years working experience in Senior Library profession post Job training: DLIS and Archives studies</p> <hr/> <p>15.2 Key Attributes (Personal Qualities): Knowledge English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition grammar.</p>

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	<b>Computers and Electronics</b> - Knowledge of circuit boards, processors, chips electronics equipment, and computer hardware and software, including applications and programming.
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**Customer and Personal service** – knowledge of principles and processes providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer’s satisfaction.

**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.

**Skills**

**Instructing** – Teaching other how to do something.

**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.

**Speaking** – Talking to others to convey information effectively.

**Reading Comprehension** – Understanding written sentences and paragraph work related documents.

**Learning Strategies** – Selecting and using training/ Instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Social Perceptiveness** – Being aware of others’ reactions and understand why they react as they do.

**Writing** – Communication effectively in writing as appropriate for the needs of the audience.

**Active learning** – Understanding the implications of new information for current and future problem – solving and decision-making.

**Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Monitoring** – Monitoring/Assessing performance of yourself, other individual or organizations to make improvements or take corrective action.

**Time Management** – Managing one’s own time and the time of others.

	<p><b>Complex Problem Solving</b> – Identifying complex problems and reviewing related information to develop and evaluate options and implement solute</p> <p><b>Persuasion</b>- Persuading others to change their minds or behavior.</p> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>i. Honest</li><li>ii. Smart</li><li>iii. Respectful</li><li>iv. Dutiful</li></ul>
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