

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Education		
<b>2. Position Title:</b> ICT Officer	<b>3. Salary Level:</b> L 10-9/8-7	<b>4. Division:</b> Kiribati Teachers' College
<b>5. Reports to:</b> Principal	<b>6. Direct Reports:</b> Deputy Principal Corporate Services	
<b>7. Primary Objective of the Position:</b> Information system and online programs and processes have become an integral aspect towards high quality standards, and needs to utilize such technological systems and processes are constantly shifting; it is the college's goal to provide the most useful solutions available to maintain the reliability, efficiency and availability of technology		

<b>8. Position Overview</b>	
<b>9. Financial:</b> Nil	<b>9. Legal:</b> <ul style="list-style-type: none"> <li>• Education Act 2013, Kiribati National Condition of Service 2012</li> <li>• Education Code of Ethics</li> <li>• ICT Policy</li> <li>• All policies and procedures set by the College</li> </ul>
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Deputy Principal A( Academic)</li> <li>• Deputy Principal ( Corporates Services)</li> <li>• Academic staff (Lecturers/Associate Lecturers)</li> <li>• Support staff</li> <li>• Headman and Headwoman</li> <li>• Security Guards</li> <li>• Technical Assistants (TAs)</li> <li>• Teacher Professional Development Coaches</li> </ul> <p>To be referred to Manager:</p>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Course Approval Committee members</li> <li>• Staff of MOE Headquarter</li> <li>• Donor Agencies</li> <li>• Island Education Coordinators</li> <li>• School Leaders</li> <li>• I ICT Working Group</li> </ul>

*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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- Monitor and reporting on management of ISSSS Team performance and needs, and in-service

**13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**

- **KDP/KPA: KPA 1: Human Resource Development**
- **MOP Outcome: KPA 1: Human Resource Development 1.5**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Effective and efficient instructional process	<p>Facilitating online courses through moodle</p> <p>Designing high quality online courses that will maintain students' engagement and interest</p> <p>Enabling and supporting all staff to utilize new technologies and learning materials.</p> <p>Consistently monitor and evaluate the delivery of online programs for improvement of teaching and learning</p> <p>Facilitating and participating in professional development activities and knowledge sharing activities</p> <p>Collaborating and sharing resources, ideas, knowledge and skills with colleagues in the department and inter-department</p> <p>Developing, implementing and monitoring ICT policy and best practice guides for the KTC</p> <p>Running regular checks on network and data security</p>	<ul style="list-style-type: none"> <li>▪ Improved teacher trainees' performance aligned with Teacher Service Standard</li> <li>▪ Improved teacher trainees' English Proficiency to reach the recommended benchmark</li> <li>▪ Improved teacher trainees' learning/performance</li> <li>▪ Improved ICT skills of teacher trainees and Lecturers</li> </ul> <p>Increased knowledge on teaching strategies using ICT</p>

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<p>Providing technical assistance and support to all users of the KTC information system</p>	<p>Providing technical assistance and support to pre-service and in-service trainees and staff</p> <p>Identifying and acting on opportunities to improve and update software and systems</p> <p>Designing training programs and workshops for staff</p> <p>Conducting regular system audits and maintaining ICT assets properly</p> <p>Managing and maintaining the college's ICT assets and other properties well</p> <p>Overseeing and determining timeframes for major IT projects including system updates and upgrades</p> <p>Providing direction for IT team members</p> <p>Facilitating data processes to ensure they are available and usable for the KTC, MoE and stakeholders</p> <p>Identifying opportunities for team training and skills advancement</p> <p>Submit reports on a timely manner to Management</p>	<p>Effective and efficient policy and decision making using data</p>
<p>Management (SBM- Working collaboratively</p>	<ol style="list-style-type: none"> <li>1. Self-appraise himself/herself using newly developed KTC Staff Appraisal system</li> <li>2. Participate in all internal and external Professional Development Activities</li> <li>3. Participate in Peer Appraisal system</li> </ol>	

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|  | <ul style="list-style-type: none"> <li>4. Maintain and manage the college’s ICT assets and other properties well</li> <li>5. Participate in cost- saving activities ( e.g Electricity consumption, Printing etc)</li> </ul> |  |
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**10. Key Challenges**

A key challenges of the post could be leading and manage the team under his/her authority and lack of certain technological resources

**11. Selection Criteria**

**11.1 PQR (Position Qualification Requirement):**

**Qualification:** B. Ed with Certificate in Commonwealth Online Learning or other relevant ICT program and qualification

**Experience:** 3 years or more in ICT field and teaching experience at tertiary level

**Job Training:** Professional Development for pre-service and in-service teachers, and Academic staff

**11.2 Key Attributes (Personal Qualities):**

**Knowledge**

**English Language Proficiency-** must attain the recommended level of English Proficiency in ISLPR, KELT or TELPA

**Education and Training** — Education background or field and ICT training

**Computer literate** — ICT skills and knowledge and on online course design; must be familiar with moodle

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

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	<p><b>Customer and Personal Service</b> — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</p> <p><b>Public Safety and Security</b> — 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.</p> <p><b>Skills</b></p> <p><b>Instructing</b> — Teaching others how to do something.</p> <p><b>Speaking</b> — Talking to others to convey information effectively.</p> <p><b>Active Listening</b> — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p><b>Reading Comprehension</b> — Understanding written sentences and paragraphs in work related documents.</p> <p><b>Learning Strategies</b> — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.</p> <p><b>Social Perceptiveness</b> — Being aware of others' reactions and understanding why they react as they do.</p> <p><b>Writing</b> — Communicating effectively in writing as appropriate for the needs of the audience.</p> <p><b>Active Learning</b> — Understanding the implications of new information for both current and future problem-solving and decision-making.</p> <p><b>Critical Thinking/ Logic thinking</b> — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p><b>Monitoring</b> — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</p> <p><b>Time Management</b> — Managing one's own time and the time of others.</p>
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	<p><b>Complex Problem Solving</b> — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.</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><li>v. Ethical</li></ul>
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