

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education			
2. Position Title: Senior Librarian	3. Salary Level: L10-9/8-7	4. Division: National Library & Archives	
5. Reports To: Chief Librarian/ Archivist or OIC	6. Direct Reports: Senior Librarian/Senior Archivist		
7. Primary Objective of the Position: RAISING EDUCATION QUALITY STANDARDS			
8. Position Overview			
9. Financial: NIL		10. Legal: Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Chief Librarian/ Archivist • Senior Assistant Archivist/ Librarian • Library & Archives Supporting Staff i.e security, cleaner To be referred to Manager: <ul style="list-style-type: none"> • Monitor and reporting on all Library/ Archives patrons' informational needs and queries. 		12. External Stakeholders: <ul style="list-style-type: none"> • Staff of MOE Headquarter To be referred to Manager <ul style="list-style-type: none"> • wider public community 	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: KPA 1: Human Resource Development ▪ MOP Outcome: KPA 1: Human Resource Development 1.5 			

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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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Supervise and Manage promotional activities and services of National Library.	<ol style="list-style-type: none"> 1. Planning and administration of library and archives development programs and procedures. 2. Assist in formulation of policy of professional activity regarding processes, operation and functions and services. 	<p>Weekly report to Immediate supervisor. Whenever needed.</p> <p>Monthly report to Immediate Supervisor / OIC</p>
Book Selection and Acquisition.	<ol style="list-style-type: none"> 1. Ensuring Books ordered or acquired met the important criterion in Selection policy like Controversial materials. 2. Control of Library funds, including recurrent estimates and revenues. 	<p>Weekly report to Immediate Supervisor.</p>
10. Key Challenges		
To provide an efficient and effective	<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education:</p> <ul style="list-style-type: none"> • Diploma in Library/ Information studies or Certificate in Library Information Studies with 5-6 working experience in Senior Library Post. <p>Experience: 5-6 working experience in Senior library profession post. Job Training: DLIS</p>	
	<p>11.2 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, and grammar.</p>	

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	<p>Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.</p> <p>Customer and Personal Service — 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>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.</p> <p>Skills</p> <p>Instructing — Teaching others how to do something.</p> <p>Speaking — Talking to others to convey information effectively.</p> <p>Active Listening — 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>Reading Comprehension — Understanding written sentences and paragraphs in work related documents.</p> <p>Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.</p> <p>Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.</p> <p>Writing — Communicating effectively in writing as appropriate for the needs of the audience.</p> <p>Active Learning — Understanding the implications of new information for both 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 individuals,</p>
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	<p>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> <ol style="list-style-type: none">i. Honestii. Smartiii. Respectfuliv. Dutiful
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