

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Employment and Human Resource		
2. Position Title: Head of School - School of General Studies	3. Salary Level: L9-7	4. Division: Kiribati Institute of Technology (KIT) Location: Any KIT campus
5. Reports To: Deputy Directors	6. Direct Reports: Trainers & Assessor	
7. Primary Objective of the Position: Assist the Director through the relevant Deputy Directors in managing the smooth daily operation of the Institute and in particular the quality of teaching and learning and systems, organizational planning and the ongoing collaboration with relevant Registered Training Organization (RTO).		

8. Position Overview	
9. Financial: Nil	10. Legal: Kiribati National Conditions of Service 2012
11. Internal Stakeholders: • Employees and Senior Managers at KIT • Ministry of Employment and Human Resource • SfEP Advisers To be referred to Manager: • Training needs • Staffing needs	12. External Stakeholders: • Employees and Senior Managers within other Ministry Divisions • Other GoK ministries • Potential Students To be referred to Manager: • Development & delivery of customised training • Adopting of good systems

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪ KDP/KPA: KPI 1 Human Resource Development; KPI 2 Economic Growth and Poverty Reduction ▪ MEHR MOP Outcome:

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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Goal 1. Develop an integrated and accountable TVET system to improve workforce skills

Goal 5. Training for economic and sustainable development

▪ **Divisional/Departmental/Unit Plan:**

Goal 1: Further develop KIT into a high quality institution offering a range of TVET courses to international standards.

Goal 2: Increase national and international employment and further study opportunities for KIT graduates

Goal 3: Ensure equitable access for I-Kiribati to KIT courses

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Training and assessment	• LLN Policy Implementation • Delivery and assessment strategies for all courses • Students' records are securely stored and easily retrieved • Validation and moderation • Managing equipment and resources • Professional development requirements of trainers (including Lecturers return to industry program) • Management of Student Work Placement	• 100% LLN policy implementation within School • All training and assessment AQF and/or regional quality frameworks; and is consistent with each course Training & Assessment (TAS) • All Delivery and Assessment Schedules are up-to-date and reflect current practice. • Validation and peer moderation is completed within agreed schedules • Equipment and resources are monitored and properly maintained. • Based on organization strategic direction and Lecturer professional needs, Lecturer professional development plans are developed and implemented. • Manages securing the student work placement, employer agreement;

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		and monitoring placement and documentation.
Management and Leadership	- Monitors and encourages excellent work attendance of the school - Active member of KIT Leadership Work Group team that provides supports and recommendations to Executives in the smooth running of the institute. - Member and active participant in KIT Quality Teaching & Learning Committee (QTLC) - Mentor school staff on quality and compliance against the Australia VET Quality Framework and/or regional quality frameworks	- Fully compliant to work attendance as stipulated in the NCS - Attendance at QTLC. - Completion of actions arising out of QTLC - KIT compliance with AQF - Successful implementation of staff professional development activities relating to quality, compliance and audit
Quality assurance and compliance	- Ensure School based implementation of key KIT policies and procedures relating to KIT compliance with the AQTF and AVQF - Review and ensure the School hard copy and electronic filing systems are functional and files retrievable for audit purposes. - Review and update school TAS and delivery schedules at all times - Manage student, employer and staff satisfaction surveys for the School - Manage and record School continuous improvement activities.	100% KIT compliance with AQTF. - Competency and course completion monitored annually. - Satisfaction surveys are completed within designated time frames.
Audit functions	- Contribute to the planning and implementation of KIT internal audits - Assist DD Quality with planning and implementation of KIT external audits - Oversight School peer moderation of assessments - Develop and implement continuous improvement plans arising from audits	- KIT internal audits successfully completed within designated time frames. - Contribute to KIT external audits - Peer moderation of assessments are successfully completed within designated timeframes.

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		• Actions within continuous improvement plans are completed within designated timeframes.
Training Service Agreements / STAs	• Day to day oversight of the School's compliance with Training Agreements	• 100% KIT compliance with Training Agreements • Assist DD with a review of the service provided at the conclusion of the input
Labour Mobility Support	• Support and contribute to the planning and implementation of opportunities for programs that lead to labour mobility	• Work with Executive and KASfEP Long Term Advisors to support programs within the school that involve labour mobility opportunities for students • Support and collaborate with all partners involved in programs including MEHR/ESS/ Australian Employers/ Australian Training Providers/LSU • Support training staff to ensure all programs are of the highest quality

14. Key Challenges	15. Selection Criteria
• Always complying with the KIT "English Only" Policy. • Responsive approach to changing demands as required in meeting international standards • Compliance of the School with the Australian VET Quality Framework standards and regional quality frameworks.	15.1 PQR (Position Qualification Requirement): Education: • Diploma in English Language and Literature Experience: More than 3 years' relevant work experience in a TVET institution and demonstrated currency in relevant technical field. Job Training:

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Ensuring the School meets all its obligations contained in training agreements with Australian RTOs.	Relevant on the job training. A vocational qualification in the technical area relevant to the School training programs with and Certificate IV TAE or working towards a Certificate IV TAE OR/IST and Advanced IST (International Skills Training)
	15.2 Key Attributes (Personal Qualities): 1. Knowledge Diploma level in the respective technical area 2. Skills:
	- Has the appropriate skill in the respective technical area. 3. Attributes - Demonstrate good work ethics to others. - Ability to communicate and negotiate with others. - Ability to work within a collaborative and team based work environment. - Ability to manage and lead the school

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