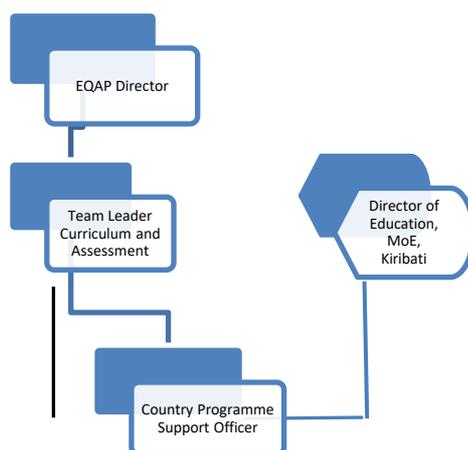


## JOB DESCRIPTION

<b>Job Title:</b>	<b>Country Programme Support Officer (Kiribati)</b>
<b>Division/Programme and Section/Project (if any):</b>	Educational Quality and Assessment Program, EQAP
<b>Location:</b>	<b>Ministry of Education, Kiribati</b>
<b>Reporting to:</b>	<b>Team Leader Curriculum and Assessment (EQAP) and the Director of Education, Kiribati</b>
<b>Number of Direct Reports:</b>	None
<b>Purpose of Role:</b>	To support EQAP and the Kiribati Ministry of Education in the implementation of the Kiribati - EQAP country work programme.
<b>Date:</b>	<b>March, 2024</b>

### Organizational Context and Organization Chart

The Pacific Community (SPC) is an international organization working for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. SPC has 27 member countries and territories including 22 Pacific Island members. The Educational Quality and Assessment Programme (EQAP) provides technical support and advice to members in the areas of Assessment, Curriculum, Education Data, Policy, Research, Qualifications, Teacher Competencies and School Leadership, including but not limited to the administration of the South Pacific Form Seven Certificate (SPFSC) and Pacific Islands Literacy and Numeracy Assessment (PILNA) programs.



The position of Country Programme Support Officer, although placed directly under the leadership of the Team Leader Curriculum and Assessment, will also be under the supervision on site by the Director of Education in the Ministry of Education, Kiribati.

**Key Result Areas (KRAs):**

The position of **Country Programme Support Officer (Kiribati)** is designed to embed a full-time staff member who is located within the Kiribati Ministry of Education to support ongoing EQAP and SPC-related work. It encompasses the following major functions or Key Result Areas:

1. **KRA 1:** Implementation of the Regional Form Seven Qualification (SPFSC) (40%)
2. **KRA 2:** Communication and Programme Administration Support (20%)
3. **KRA 3:** Logistics and Travel Support for events including PILNA (15%)
4. **KRA 4:** Curriculum and Assessment Support (25%)

*The performance requirements of the Key Result Areas are broadly described below.*

Jobholder is accountable for	Jobholder is successful when
<b>KRA 1: Implementation of the Regional Form Seven Qualification (SPFSC) (40%)</b>	
<ul style="list-style-type: none"> <li>• Monitoring and support for timely submission and/or entry into PacSIMS of SPFSC enrolment data, fee payments, IA programs for approval, and IA scores.</li> <li>• Verification of student enrolment information using birth certificates.</li> <li>• Verification of SPFSC IA Program implementation and submits reports to EQAP.</li> <li>• Customs clearance of the SPFSC examination papers, and despatch to, and receipt from, island schools.</li> <li>• Facilitation of SPFSC administration, including submission to EQAP of documents from supervisors for processing of supervisors' claims, Supervision Reports, and receipts/invoice for reimbursement of domestic courier cost for SPFSC exam.</li> <li>• Facilitation of return of student scripts and extra papers to EQAP for scoring.</li> <li>• Facilitation of Supervisors' allowance payments to all supervisors and return of remittance slips.</li> <li>• Facilitation of release of result notices and certificates.</li> </ul>	<ul style="list-style-type: none"> <li>• All schools' enrolment data and fee payments are up to date.</li> <li>• Enrolment information for all schools are verified using birth certificates.</li> <li>• IA program proposals are sent to EQAP for approval.</li> <li>• SPFSC IA program implementation is verified, and verification report is submitted to EQAP.</li> <li>• SPFSC examination papers are cleared from Customs in a timely manner and receipts/invoice for reimbursement are provided to EQAP.</li> <li>• IA Programs are successfully implemented and score sheets are submitted on due dates.</li> <li>• IA scores are correctly verified by schools.</li> <li>• SPFSC exams are successfully administered, and student scripts and spare papers returned to EQAP in a timely manner.</li> <li>• All documents from supervisors for processing of supervisors' claims, acquittal reports, and all Supervision Reports are submitted by due date.</li> <li>• Supervisors' allowance remittance slip is submitted to EQAP by due date.</li> <li>• Result Notices and Certificates are distributed to schools and students in a timely manner.</li> </ul>
<b>Key Result Area 2: Communication and Programme Administration Support [20%]</b>	
<ul style="list-style-type: none"> <li>• Serves as the liaison between SPC (EQAP) and the host Government and Public Service as required to further EQAP Division's work in the host country.</li> </ul>	<ul style="list-style-type: none"> <li>• Country Work Plan includes evidence of consultation across EQAP outcome areas.</li> <li>• Outgoing reports and communication are in appropriate format and consistently registered.</li> </ul>

<ul style="list-style-type: none"> <li>• Coordinates registration and distribution of documents and knowledge materials.</li> <li>• Liaise with relevant national agencies to share and solicit relevant information.</li> <li>• Communicate with stakeholders to ensure the production of quality project materials and their timely dispatch to the countries.</li> <li>• Communicate with focal points in various ministries and staff of SPC.</li> <li>• Carry out local Procurement in accordance with donor and SPC procurement policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Necessary information is obtained from relevant agencies as and when required.</li> <li>• Materials are printed and dispatched to countries and/or designated recipients with no or minimal issues.</li> <li>• Communication about EQAP PO travels are made efficiently with relevant stakeholders.</li> <li>• Effective coordination with stakeholders and timely updating of workplan information.</li> <li>• Local resources are procured efficiently within SPC and Kiribati government guidelines.</li> </ul>
<p><b>Key Result Area 3: Logistics and Travel Support for events (15%)</b></p>	
<ul style="list-style-type: none"> <li>• Provide administrative, financial, and logistical support to ensure successful delivery of events i.e. meetings, conferences, training, and workshops.</li> <li>• Develop budgets for in-country events.</li> <li>• Develop communications that are precise and use appropriate language such as Government Protocol letters and Administrative Notes for events.</li> <li>• Support the collation and distribution of events documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Event budget developed and cleared.</li> <li>• Participant travel, accommodation and per diems organised.</li> <li>• Event logistics supported.</li> <li>• Event closure process supported, including evaluation.</li> <li>• Event documents finalised and distributed.</li> <li>• Project travel matters represented in internal organisational travel forums where required.</li> <li>• Documents are well organised in a logical physical and electronic filing system.</li> </ul>
<p><b>Key Result Area 4: Curriculum and Assessment Support (25%)</b></p>	
<ul style="list-style-type: none"> <li>• Provide logistical support in terms of gathering information required for PacSIMS for national qualifications at Years 11 and 12.</li> <li>• Support national qualifications by inputting information into files that can be uploaded into PacSIMS.</li> <li>• Support the unpacking of curriculum learning outcomes to facilitate alignment with assessment requirements.</li> <li>• Support the development and moderation of national examination documents.</li> <li>• Support the customisation of PacSIMS for national qualifications and extraction of reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Required information on schools, teachers and students are collected in a timely manner.</li> <li>• Information inputted into Excel files in a timely manner when required.</li> <li>• Upload Excel files into PacSIMS when required for national qualifications.</li> <li>• Extract reports from PacSIMS when required.</li> <li>• Support the unpacking of learning outcomes to support alignment between curriculum and assessment.</li> <li>• Train colleagues on the use of PacSIMS.</li> </ul>

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

**Most Challenging Duties Typically Undertaken (Complexity):**

Most challenging duties typically undertaken:

- Developing a good understanding of project requirements for financial implications, reconciliation and reporting.
- Preparing and researching key issues on education for the purpose of developing training/meeting materials for use at the national level.
- Accurate, reliable and timely financial reporting using SPC procurement and finance systems.
- Defining appropriate positioning in role and responsibilities relative the established status quo in SPFSC schools and the Ministry of Education

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• SPFSC Schools and teachers</li> <li>• Airline / Travel Agents</li> <li>• Vendors</li> <li>• Project consultants</li> <li>• Hotels and Conference Facilities</li> <li>• Project workshop participants</li> <li>• Project partners</li> <li>• Counterparts in the Ministry of Education</li> </ul>	<p>Receives information, communicates, informs, facilitates, coordinates communication, provides security and keeps confidentiality of information</p>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• EQAP Director</li> <li>• EQAP Team Leaders</li> <li>• Members of the Curriculum and Assessment and ICT teams</li> <li>• SPC Administration and Procurement Section</li> <li>• Other divisional representatives</li> </ul>	<p>Making and implementing work plan including Liaising, facilitating and arranging administration, financial and travel items.</p> <p>Attending meetings when required.</p>

### Level of Delegation:

Routine Expenditure Budget: 0 EUR

Budget Sign off Authority without requiring approval from direct supervisor: 0 EUR

### Personal Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

## Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Bachelor degree in a relevant field such as education, business administration or commerce, or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate degree in Education, or Business Administration.</li> <li>•</li> </ul>

## Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• 3-4 years experience in a similar support role.</li> <li>• Demonstrated experience in conference management and event organisation, logistics and travel.</li> <li>• Relevant practical experience in procurement administration, travel support and financial aspects of large and complex projects.</li> <li>• Strong PC-based computer skills, preferably with Microsoft Programs (Word, Excel, Outlook, PowerPoint).</li> <li>• Ability to effectively manage information and carry out data entry with attention to detail.</li> <li>• Demonstrated organizational and multi-tasking skills.</li> <li>• Ability to work under pressure and to tight deadlines.</li> <li>• Strong interpersonal skills and an ability to work with a wide range of individuals in a multicultural environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the Ministry of Education in Kiribati</li> <li>• Travel experience, travel booking experience.</li> <li>• Prior experience of providing secretariat support to project team.</li> <li>• Project management experience.</li> <li>• Ability to systemically maintain filing systems.</li> <li>• Highly motivated, dependable and organized, with a strong work ethic and proactive attitude to problem solving.</li> <li>• Experience using Navision Software or similar finance software.</li> <li>• Effective communication and facilitation skills, and an ability to work in a team.</li> <li>• Prior experience working under donor funded projects.</li> <li>• Ability to work with minimum supervision and maintain composure under pressure.</li> <li>• Advantageous to have prior work experience with Ministry.</li> <li>• Knowledge of the Pacific.</li> </ul>

## Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> <li>• Positive professional attitude for the provision of high-quality service.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• A flexible approach and willingness to assist with a variety of other tasks within SPC and willingness to learn new skills.</li> </ul>

Working knowledge	<ul style="list-style-type: none"> <li>• A high level of interpersonal skills and cultural sensitivity.</li> <li>• Ability to set priorities and work successfully with minimal supervision.</li> <li>• Ability to work within timelines and to respond to stakeholders needs in a timely fashion.</li> <li>• Commitment to continuous learning for improvement.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Ability to work well with all EQAP staff</li> <li>• Excellent oral and written communication skills.</li> <li>• Ability to deal with confidential information in a professional manner.</li> <li>• Ability to maintain professional neutrality.</li> </ul>

### Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

### Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service
- Physically fit
- The ability to work in a team
- Clear and effective communicator
- Ability to think and make good decisions on the spot

### Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.