

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

1. <b>Ministry:</b> Ministry of Labour and Human Resource Development		
2. <b>Position Title:</b> Lecturer (Nursing)	3. <b>Salary Level:</b> L11-10/9-7	4. <b>Division:</b> Kiribati Institute of Technology (KIT) <b>Location:</b> KIT Bikenibeu Campus
5. <b>Reports To:</b> Deputy Director Bikenibeu with day to day reporting to the Head, School of Nursing and Health	6. <b>Direct Reports:</b> Nil	
<b>Primary Objective of the Position:</b> To contribute to the overall planning, delivery and evaluation of full time and part time courses in nursing and related discipline areas, consistent with KIT policies, KIT Quality Framework Standards, nursing professional registration requirements and the MLHRD Strategic Plan.		

7. Position Overview	
9. Financial: Nil	10. Legal: Kiribati National Conditions of Service 2012 Medical Services Act 1996
11. Internal Stakeholders: <ul style="list-style-type: none"> <li>• Full and part time KIT students</li> <li>• Employees and Senior Managers at KIT</li> <li>• Employees and Senior Managers within other Ministry Divisions</li> <li>• TVETSSP Advisers</li> <li>• Nursing Academic Programme Committee</li> </ul>	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Public sector employers</li> <li>• Community and industry representatives</li> <li>• Ministry of Health and Medical Services (MHMS), especially managers and staff of nursing services in hospital and community settings, clinicians and paramedical staff</li> <li>• Other GoK ministries</li> </ul>

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<p>To be referred to Head of School</p> <ul style="list-style-type: none"> <li>• Teaching and assessment outcomes and issues</li> <li>• Student discipline and administration issues</li> <li>• Requests for consumables and equipment</li> <li>• School and clinical placement issues and continuous improvements</li> <li>• Requests for external expert assistance in specific fields</li> <li>• Requests for transportation to facilitate clinical attachments, community projects or outer-island assessments and the completion of final course assessments.</li> </ul>	<ul style="list-style-type: none"> <li>• Voluntary service providers</li> <li>• Nursing professional associations and networks</li> <li>• KIT education and training partners</li> <li>• Island Councils, communities and health staff in outer-islands.</li> <li>• KIT Alumni</li> <li>• To be referred to Head of School</li> <li>• Employer education and training needs</li> <li>• Employer staffing needs</li> <li>• Student work experience issues</li> <li>• Graduate employment quality issues</li> </ul>
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**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

- **MLHRD MOP Outcome:**

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

*Goal 5. Training for economic and sustainable development*

- Ministry of Health and Medical Services Strategic Plan (2011-15)

- **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*

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<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Teaching and assessment	<p>Deliver teaching and conduct assessment of learning and competence in such subjects as are agreed in full-time or part-time nursing courses to the required legislative, nursing professional, and KIT Quality Framework standards. This includes</p> <ul style="list-style-type: none"> <li>✓ Providing defined learning objectives and teaching plans in accordance with course descriptions.</li> <li>✓ Facilitating the learning process through a wide variety of planned learning experiences and activities.</li> <li>✓ Facilitating learning processes which support students to utilise, develop and/or enhance adult and independent learning strategies.</li> <li>✓ Maintaining professional standards of practice and act as role model in teaching situations.</li> <li>✓ Using reliable and valid methods to assess the academic and practical progress of students.</li> <li>✓ Participating in pre- and post-moderation activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching and assessment materials, to support the delivery and assessment, are developed and contextualised for Kiribati.</li> <li>• Teaching and assessment is delivered in an enthusiastic, effective and varied way consistent with agreed quality standards.</li> <li>• Work submitted by students is marked and returned to students within 3 weeks from date of assessment task.</li> <li>• Teaching and assessment records are stored and maintained within the KIT electronic filing repository, consistent with agreed quality standards.</li> <li>• Validation and moderation of assessment is carried out in a timely manner, consistent with agreed quality standards.</li> <li>• Evaluation of training and assessment, by way of validation and student evaluation of course content, is undertaken on a routine basis using KIT approved tools.</li> <li>• Attendance at class is on time and effective preparation for class is completed prior to the class.</li> </ul>

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	<ul style="list-style-type: none"> <li>✓ Coordinating teaching with other team members to deliver the curriculum with continuity and coherence.</li> <li>✓ Routine review, updated and revision of teaching content and methods relative to changing learning requirements of students.</li> <li>✓ Maintain and file all course material and records, including lesson plans, teaching resources and assessment documents.</li> <li>✓ Liaising with MHMS and assisting with the clinical placement of student nurses under the protocol <i>Responsibilities for Clinical Experience</i>.</li> </ul> <p>Demonstrate professional practice consistent with the traditions of nursing, GoK and KIT policies and procedures</p>	<ul style="list-style-type: none"> <li>• The KIT “English Only” Policy is consistently implemented across the Institute.</li> <li>• All teaching and assessment provided is fair and equitable, particularly in relation to gender and disability.</li> <li>• Professional practice consistent with the traditions of nursing, GoK and KIT policies and procedures</li> </ul>
	<p>Assist with the development and delivery of short courses and customised TVET activities on Tarawa and outer islands to nursing professional and KIT Quality Framework standards.</p>	<ul style="list-style-type: none"> <li>• Short courses and customised TVET activities are designed to meet the specific needs of key clients.</li> </ul>
<p>Student Support</p>	<p>Provide academic guidance to students, and liaise with senior colleagues about student</p>	<ul style="list-style-type: none"> <li>• All students are provided with adequate levels of academic support.</li> </ul>

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	<p>achievement as appropriate.</p> <p>Ensure any student requiring additional academic support and/or reasonable adjustment with teaching and assessment are identified and adequately supported.</p> <p>Refer students needing or requesting higher levels of support are referred to KIT nominated student support officers.</p>	<ul style="list-style-type: none"> <li>• All additional academic support and/or reasonable adjustment for student is identified and recorded.</li> <li>• All student requiring requesting higher levels of support are identified within reasonable timeframes and referred to KIT nominated student support officers.</li> </ul>
<p>Course Evaluation and Development</p>	<p>Participate in the development of new courses.</p> <p>Participate in ongoing course and curriculum review and development.</p> <p>Participate in the development and/or contextualisation of course materials.</p>	<ul style="list-style-type: none"> <li>• 80% active attendance at course/curriculum development meetings.</li> <li>• Nursing courses remain relevant and up to date consistent with professional standards.</li> <li>• Course materials are developed and, where applicable, contextualised for Kiribati.</li> </ul>
<p>Teaching administration</p>	<p>Comply with all KIT policies and procedures and maintain administration standards consistent with the KIT Quality Framework.</p> <p>Attend and participate in School meetings as required and complete activities arising from those meetings.</p> <p>Serveson KIT academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.</p> <p>Liaise with colleagues to obtain and maintain current and relevant teaching resources, equipment, supplies and teaching support.</p>	<ul style="list-style-type: none"> <li>• 100% compliance with KIT policies and procedures and quality standards.</li> <li>• 80% active attendance at School and committee meeting.</li> <li>• Administrative requests are responded to within reasonable timeframes.</li> <li>• Inventory of teaching resources, equipment, supplies and teaching support is maintained at required levels.</li> </ul>

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<p>Research</p>	<p>Contribute to the School’s research culture, research forum and research outputs.</p> <p>Demonstrate a commitment to undertake research and scholarly activity individually and collaboratively.</p> <p>Actively participate in School research and scholarly activities as negotiated.</p> <p>Participate in the MHMS research programme</p>	<ul style="list-style-type: none"> <li>• Negotiated annual professional development plan includes an agreed research component and performance targets which may include postgraduate study with a research component.</li> <li>• Research contribution made through seminars, workshops, presentations and publications as negotiated under annual Professional Development Plan.</li> </ul>
<p>Professional development</p>	<p>Undertake necessary professional development to ensure compliance with accepted nursing standards and competencies and KIT Quality Framework standards.</p> <p>Obtain qualifications in the technical disciplines equal to the level of teaching and assessment provided by the lecturer.</p> <p>Successfully complete the Certificate IV Training and Assessment or required equivalent.</p> <p>Maintain current industry competence in all technical areas of teaching.</p> <p>Maintain current education and training competence.</p> <p>Complete all other GoK and KIT professional development activities in relation to disability, gender, equality and sustainability.</p>	<ul style="list-style-type: none"> <li>• Professional development relevant to training and assessment in nursing and related disciplines is successfully completed in a timely manner.</li> <li>• All required professional qualifications are obtained and competence is maintained.</li> <li>• Certificate IV Training and Assessment is obtained and vocational training and assessment competence is maintained.</li> <li>• KIT and other professional development activities are fully attended and successfully completed.</li> </ul>

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Employer and health sector liaison	<p>Maintain effective and routine communication with external stakeholders.</p> <p>Contribute professional expertise to MHMS</p>	<ul style="list-style-type: none"> <li>• Convene and attend relevant KIT Advisory Committee (CAC) meetings at least twice a year</li> <li>• Participate in MHMS advisory groups and workshops as appropriate, e.g., breast-feeding, health day celebrations, nursing assurance.</li> </ul>
Marketing and promotion of nursing and KIT	<p>Promote the School and profession of nursing in response to community needs.</p> <p>Model and reinforce professional and KIT brand attributes.</p> <p>Work with a collaborative and team based approach.</p> <p>Implement relevant parts of the KIT Marketing Plan.</p> <p>Assist with planning and organising important School and KIT events, e.g., orientation, open days, graduation.</p>	<ul style="list-style-type: none"> <li>• Promotion of a positive program and nursing professional and KIT Team culture is evident.</li> <li>• Full compliance with GoK and KIT policies, procedures, practices and quality systems is met.</li> <li>• KIT maintains its key brand attributes.</li> <li>• KIT Marketing Plan is successfully implemented in areas relevant to community services.</li> <li>• KIT events are well planned and hosted in a professional manner consistent with KIT brand attributes.</li> </ul>

<b>14. Key Challenges</b>	<b>15. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• Consistently meeting all requirements of the KIT Quality Framework on a daily basis, relevant to this position.</li> <li>• Consistently providing high quality teaching and assessment</li> </ul>	<p><b>15.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Kiribati Registered Nurse approved by the Nursing Council with</li> </ul>

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services, on a daily basis, in order to motivate students to achieve their best possible educational outcomes, relative to their learning capacity.

- Always complying with the KIT “English Only” Policy.
- Always promoting inclusiveness and fairness within KIT, consistent with the KIT Gender Equality Strategy and the KIT Disability Strategy.
- Reinforcement of KIT brand attributes and values on a daily basis.

recent experience.

- University Bachelor of Nursing Science or other relevant nursing qualifications such as Public Health, Midwifery, Health Services Management.
- Master of Nursing or equivalent postgraduate qualification preferred.
- Certificate IV in Training and Assessment or equivalent or a willingness to obtain this qualification or equivalent.

**Experience:**

- Adequate workplace and clinical experience in nursing relevant to the course topics that will be taught and assessed.

**Job Training:**

- Demonstrated capacity and willingness to participate in ongoing “on” and “off” the job professional development and training

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

**1. Knowledge and Experience**

- Wide range of nursing practice experience is essential.
- Up-to-date knowledge of nursing practice is essential.
- Tertiary teaching experience in nursing is desired.
- Knowledge of generally accepted international competency requirements for the Registered Nurse Scope of Practice is required.
- An understanding of the principles of cultural safety, and a commitment to the development of a culturally sensitive working and learning environment.
- An understanding of current issues and directions in nursing practice

**2. Skills:**

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- Highly developed oral and written communication skills
- Proven organisational and planning skills are essential.
- Curriculum development experience is desired.
- English language competency to successfully train and assess in English.
- Computer literate with the ability to use Microsoft Word to levels required for the delivery and support of training and assessment.

**3. Attributes**

- High level of motivation and commitment to teaching Kiribati nurses of the future.
- Flexible and responsive approach needed to maintain a creative, innovative and fresh approach to teaching.
- Ability and commitment to facilitate a culturally safe teaching and learning environment.
- Sound judgment and decision-making regarding teaching roles and responsibilities
- Willingness to work beyond normal working hours
- High degree of professionalism as a nurse educator teaching professional and to be a good role model for KIT students reflective of the values and traditions of the nursing profession, Institute values and KIT brand attributes.
- Ability to work within a collaborative and team based work environment.
- Inclusive and non-discriminatory attitudes to all colleagues and students.
- Commitment and ability to adhere to all OHS directives of the

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	<p>Institute.</p> <ul style="list-style-type: none"><li>• Commitment and ability to provide quality fair and equitable teaching and assessment in a post-secondary environment.</li></ul>
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