

Government of Tuvalu – Job Description



Position Title:	Senior Education Officer – Curriculum	
Level and Salary:	T1-T3	\$15,448 to \$29,287
Ministry and Department:	Ministry of Education, Youth and Sports	Department of Education
Location:	Funafuti	
Reports to:	Director of Education	

JOB PURPOSE:

To manage the development of school curriculum materials, monitor the effective implementation of the curriculum and provide support to schools in terms of matching the teaching with the learning resources and professional development of teachers for the effective implementation of the curriculum.

KEY RESPONSIBILITIES:

1. Manage all aspects related to curriculum development, implementation, monitoring and support for all level of school education
2. Provide quality advice on Curriculum innovations.
3. Manage opportunities with relevant development partners.
4. Provide quality reports on national, regional and international Curriculum Forums, Conferences and Workshops.

MAIN DUTIES AND OUTCOMES:

- 1.1 Manage all aspects of the Educational Curriculum in Tuvalu and ensure its effective implementation into schools.
- 1.2 Build capacity of teachers on the effective use and implementation of the Curriculum.
- 1.3 Review and update Curriculum as required
- 1.4 Identify and procure text-books and other materials for the school
- 2.1 Build capacity and manage change to maximize the impact of curriculum implementation to ensure quality teaching and learning.
- 2.2 Critically analyze the relevancy of Curriculum to current context and provide advice to the Director of Education.
- 3.1 Liaise with relevant development partners for advisory and technical support
- 3.2 Manage relationship with development partners to ensure continuous support to help develop and maintain quality Curriculum of Schools in Tuvalu.

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- 4.1 Represent Tuvalu at national, regional and international Curriculum related forums, conference and workshops and provide quality reports
- 4.2 Develop and implement Education policy for curriculum in conjunction with the National Sustainable Development Plan (Te Kete) and the Tuvalu Education Strategic Plan.

MANDATORY REQUIREMENTS:

Degree in Secondary Education or an equivalent Teacher qualification with 5 years in a leadership/managerial role.

DESIRABLE REQUIREMENTS:

Advanced qualification from a recognized institution
Ability to effectively manage and supervise a large team
High-level attention to detail and accuracy
Excellent knowledge and understanding of up-to-date teaching and education practices
Excellent interpersonal relationship skills
Excellent written and oral in Tuvaluan and English
Excellent time management skills

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is expected that officers recognise the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.