

Government of Tuvalu – Job Description



Position Title:	Education Officer - ECCE	
Level and Salary:	T1-T3	\$15,448-\$29,287
Ministry and Department:	Ministry of Education and Human Resource Development	Education Department
Location:	Funafuti Island	
Reports to:	Senior Education Officer - ECCE	

JOB PURPOSE:

The Education Officer (ECCE) supports the Senior Education Officer ECCE in implementing, monitoring, coordinating and evaluating ECCE programmes throughout Tuvalu. The officer provides technical, administrative and professional support to ensure quality teaching and learning, effective programme delivery, teacher professional development, community engagement, and compliance with national ECCE policies and standards.

The position works closely with preschool teachers, school supervisors, island Kaupules, private providers, development partners, parents, and other government ministries to improve early learning outcomes for all children.

KEY RESPONSIBILITIES:

1. Support the implementation of the Tuvalu National ECCE Policy, Tuvalu Early Childhood Development Policy, Curriculum Framework, and related strategies.
2. Monitor and support quality teaching and learning in all preschool centres.
3. Coordinate professional development programmes for preschool teachers.
4. Assist in planning, implementing and monitoring ECCE projects and donor-funded activities.
5. Collect, analyse and report ECCE data for planning and decision-making.
6. Promote community awareness and parental engagement in early childhood education.
7. Support administrative, financial and secretariat functions of the ECCE Unit.
8. Promote inclusive education, Playgroups, child protection, health, nutrition and wellbeing within ECCE programmes.

MAIN DUTIES AND OUTCOMES:

- 1.1 Conduct regular monitoring visits, provide classroom coaching and mentoring to improve classroom quality to preschool centres throughout Tuvalu.
- 1.2 Support teachers to implement play-based and child-centred learning approaches.
- 1.3 Assist teachers with lesson planning and classroom organisation for effective implementation of the ECCE Curriculum.
- 1.4 Promote effective use of learning materials and locally available resources.
- 1.5 Monitor children's school readiness and developmental progress.

- 2.1 Provide ongoing professional developments, identify teachers' professional learning needs, and organise workshops and training programmes
- 2.2 Coordinate Community of Practice (CoPs), Playgroups, Te Kaniva Programme and School Readiness initiatives.
- 2.3 Support induction programmes for new teachers.
- 2.4 Collect, analyse and maintain accurate records on ECCE data, TEMIS database for reliable data available for planning and to improve evidence-based decision making.
- 2.5 Prepare school monitoring reports and monitor implementation of annual work plans.
- 3.1 Conduct awareness programmes for parents and communities to promote positive parenting practices, support community consultations and advocating for children's rights and early learning for greater public awareness of ECCE.
- 3.2 Strengthen partnerships with Kaupules, NGOS and private providers.
- 4.1 Assist with preparation of budgets and work plans for efficient administration.
- 4.2 Maintain inventory of ECCE resources, prepare correspondence, reports and briefing papers.
- 4.3 Assist with procurement and acquittal documentation for accurate financial records.
- 5.1 Promote child safeguarding practices, inclusive education practices, support implementation of health and nutrition programmes, and monitor wellbeing.
- 5.2 Refer children requiring additional support to relevant services.

MANDATORY REQUIREMENTS:

- Bachelor of Education (Early Childhood/Primary/Secondary), with a background in teaching younger children.
- At least 3 years working experience in schools as a teacher with a passion in advocating ECCE continuous improvement initiatives.

DESIRABLE REQUIREMENTS:

High-level written and oral communication skills (Tuvaluan and English).

High-level attention to detail and accuracy.

Sound Microsoft Office and computer skills.

Ability to effectively liaise with a range of stakeholders.

Sound 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.