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**PUBLIC SERVICE OFFICE**

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[www.pso.gov.ki](http://www.pso.gov.ki)



**APPLICATION FORM FOR GOK IN-SERVICE AWARD 2018**

(To be completed by employee/applicant ONLY)

**Application closing date to Ministry/SOE: 15<sup>th</sup> December 2017. Ministry Submission to PSO: 22<sup>nd</sup> December 2017.**

**PERSONAL INFORMATION** (Please type OR print in block letters)

<b>Full Name:</b> (Mr / Ms / Mrs / Miss) <input type="text"/>	
<b>Date of Birth:</b> (dd/mm/yyyy) <input type="text"/>	<b>Marital Status:</b> <input type="text"/>
<b>Permanent Address:</b> <input type="text"/>	<b>Telephone / Mobile:</b> <input type="text"/>
	<b>E-mail:</b> <input type="text"/>
<b>Current Position Title:</b> <input type="text"/>	
<b>Category of Award</b> (Please type "V" or tick) <i>Public</i> <input type="checkbox"/> <i>Civil Society</i> <input type="checkbox"/> <i>Private</i> <input type="checkbox"/>	

**PROGRAM DETAILS**

<b>Name of Program</b> (2018 HRPC Advertised List)	<input type="text"/>
<b>Priority Number of Program</b> (2018 Priority List)	<input type="text"/>
<b>University or Institution</b>	<input type="text"/>
<b>Type of Award</b> <b>Regional</b> (GOK Award)/ <b>Out of Region</b> (For Conversion Only)	<input type="text"/>
<b>Duration of Course:</b> <input type="text"/>	<b>Is your program by Research or Coursework?</b> (Please type "V" or tick) <input type="checkbox"/> <b>Research</b> <input type="checkbox"/> <b>Coursework</b>

**QUALIFICATIONS** (to be attached)

<b>Have you ever failed a Unit / Course or Program of Tertiary Study?</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>
<b>If YES, have you subsequently passed a similar Unit / Course or Program of Tertiary Study?</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>

**CHECKLIST**

	Evidence of Citizenship for the Republic of Kiribati (Birth Certificate(LONG) or Passport)
	PSC Appointment letter (At least 3 years in the Public Service - applicable to employees of Government Departments (Ministries/Offices)
	Board letter confirming your contract appointment (At least 3 years in SOE's - applicable to employees of State Owned Enterprises).
	All tertiary study records (transcripts including GPA Only, No other documents.) For Undergraduate Studies- Must have passed 6 Units relevant to the study program.
	Evidence that you have passed the LL114 or UU114 (USP requirements)
	Proof that you meet the entry requirements for the program/University Offer letter/Offer of place letter
	Post Graduate research proposal (if applicable)
	<b>ABOVE DOCUMENTS SHOULD BE CERTIFIED BY COURT</b>

**DECLARATION**

**I certify that:**

- *The documents that I have provided are true and correct and they represent work done solely by me and no one else.*
- *I confirm that I have no serious PSC/Board disciplinary action against me from my employment in the Public Sector in the past three years.*
- *I confirm that I have had no long term absence from my work place (1 year or greater) for **ANY PURPOSE** (including study) in the past three years*
- *I understand that if my declaration is found to be false or misleading it will disqualify me from the scholarship process and I may be liable for further disciplinary action*
- *If I am successful in my application I will continue with fulltime employment in an Agency within the Public Sector for the bonded period (1.5 multiply the period of the award) after I successfully complete the course of study*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## PRE-SCREENING CHECKLIST FOR GOK IN-SERVICE AWARD 2018

(To be completed by Employer & SRO ONLY)

**FULL NAME OF APPLICANT:**

**AGENCY (Ministry/SOE):**

**ELIGIBILITY TABLE** (Please type V or tick in the YES or NO column for each statement)

**NOTE** that a "V" or "✓" in a shaded box means the applicant is **INELIGIBLE**. Return the application to the applicant with this form.

CRITERIA	YES	NO
Is the Program reflected on the 2018 In service Priority List?		
Has the applicant supplied a certified copy of their Birth Certificate/Passport or Citizenship? (Age Limit : 40 yrs) Applicant should not reach 40 during application and before undertaking study.		
Is the applicant a Kiribati Citizen?		
<b>For Government employees:</b> Has the applicant supplied a certified copy of their INITIAL PSC Appointment Letter/Board confirmation of permanent employment letter?		
<b>For SOE's employees:</b> Has the applicant supplied a certified copy of their contract (Board)?		
Has the applicant been employed permanently at the Government Departments (Ministries/Offices)?		
Has the applicant been employed on continuous contract at an SOE for at least three years?		
Has the applicant been at work for the past 3 years, with no absence for 1 year or longer (for any reason, including study)?		
Has the applicant (Ministry/Office) received any serious PSC disciplinary sanction in the past 3 years?		
Has the applicant (SOE employee) received any serious Board disciplinary sanction in the past 3 years?		
Has the applicant supplied certified transcripts for all previous Tertiary Study? (NOTE: letters are not acceptable, records must be official transcripts confirming all results and the final GPA)		
Is the program applied for at a higher level than any current qualification held?		
Has the applicant completed UU114/LL114 or do they hold a Tertiary Degree from an English speaking country?		
Has the applicant ever failed a Tertiary course or program?		
If so, has the applicant passed a Tertiary course or program since their failure?		
Has the applicant had a program terminated, either by a sponsor or by the University?		
Does the applicant produce written proof that they meet their nominated Institution's minimum entry requirements/ University Offer letter/Provisional offer /Offer of Place? (if you can't tell, tick NO)		
Will the applicant be able to complete the bond (1.5 times the length of the award) following completion of the program?		
Is the applicant applying for a post graduate by research program?		
If YES, have they attached a research proposal of no more than 500 words?		

**IMMEDIATE SUPERVISOR:**

**Full Name:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SENIOR RESPONSIBLE OFFICER:**

**Full Name:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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# PERFORMANCE ASSESSMENT FORM FOR GOK IN-SERVICE AWARD 2018

(To be completed by Employer, SRO, and Applicant/Employee)

FULL NAME OF APPLICANT:

AGENCY (Ministry/SOE):

Please give the rating against the categories below by writing the appropriate number in the box. Refer to the rating scale and guideline below for assistance. Please discuss the performance assessment with the Applicant/Employee and let him/her sign the form when both parties AGREED.

	Attendance	Approach to Work	Leadership	Problem Solving	Report Writing	TOTAL SCORE
SUPERVISOR						
SRO						

  

ADDITIONAL	Research Proposal	Relevance of the Program	TOTAL SCORE
SUPERVISOR			
SRO			

FULL NAME OF SUPERVISOR:

TITLE OF SUPERVISOR:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FULL NAME OF SRO:

TITLE OF SRO:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**To be signed by APPLICANT/EMPLOYEE**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **Attendance**

- 10 Applicant consistently attends work, is always on time, does not take unauthorised leave and attends to their work while they are at work.
- 8 Applicant consistently attends work, is generally on time, does not take unauthorised leave and attends to their work while they are at work
- 6 Applicant generally attends work, is generally on time, does not take unauthorised leave and attends to their work while they are at work
- 4 Applicant generally attends work, is generally on time, occasionally takes unauthorised leave and generally attends to their work while they are at work
- 2 Applicant takes time off and does not advise of their absence, attends to tasks other than work while at work

### **Approach to work**

- 10 Applicant contributes to their team, often making suggestions for how the work could be improved or made more efficient and/or effective. Will offer to help others, will seek work to ensure team outcomes are achieved. Work is always of a consistently high standard, does not require rework. English is of a consistently high standard.
- 8 Applicant contributes to their team, sometimes making suggestions for how the work could be improved or made more efficient or effective. Will assist others if asked, will complete other's work if asked. Work is generally of a high standard, sometimes requires some rework. English is of a generally high standard.
- 6 Applicant completes their own work, does not offer suggestions to improve the team. Will reluctantly help others if asked, but always does their own work first, regardless of overall team priorities. Work is of a reasonably high standard, often requires some rework. English is of a reasonable standard.
- 4 Applicant generally completes their own work, often misses deadlines, will seek assistance only when deadlines are passed, does not offer to help others. Work is of a draft standard, always needs to be "polished". English is of an understandable standard, but grammar needs work.
- 2 Applicant does only their own work, does not take any interest in the overall work of the section or others in their area. Work is of a low standard, always needs to be corrected by others. English is of a minimum standard.

### **Leadership Potential**

- 10 Applicant demonstrates high leadership potential, always seeks additional responsibility, makes constructive suggestions regarding improving work in the section. Is willing to assist others and contributes to the overall objectives of the section/workplace.
- 8 Applicant demonstrates some leadership potential, sometimes seeks additional responsibility, makes constructive suggestions regarding improving work in the section. Is willing to assist others and contributes to the overall objectives of the section/workplace.
- 6 Applicant demonstrates some leadership potential, will accept additional responsibility if requested
- 4 Applicant demonstrates little leadership potential, will reluctantly accept additional responsibility
- 2 Applicant demonstrates little leadership potential, will avoid additional responsibility

### **Problem Solving Approach**

- 10 Applicant demonstrates sound ability to solve problems, looks for alternative solutions, considers the consequences of their solution and never passes problems onto others, will seek input from others to their solutions
- 8 Applicant demonstrates some ability to solve problems, sometimes looks for alternative solutions, does not always consider the consequences of their solution and will seek to solve the problem themselves, does not seek input from others to their solutions
- 6 Applicant demonstrates some ability to solve problems, rarely looks for alternative solutions, rarely considers the consequences of their solution (only thinks short term), does not involve others in the solution
- 4 Applicant demonstrates little ability to solve problems, avoids the problem, will generally seek guidance from others without forming possible solutions first
- 2 Applicant demonstrates little ability to solve problems, will either give the issue to someone else or ignore it

## **Report**

### **Writing**

10 Applicant is able to research, analyse and write reports which consistently meet organisational requirements. Reports are never sent back for additional work. English is of a consistently high standard.

8 Applicant is able to research, analyse and write reports which sometimes meet the requirements of the organisation. Analysis is sometimes lacking. Reports are sometimes sent back for additional work. English is of a consistently high standard.

6 Applicant is not required to research, analyse or write reports. They show some potential through other work that they have contributed to. English is of an acceptable standard.

4 Applicant has sometimes demonstrated some ability to either research or analyse and/or write reports. They require guidance to get started but can generally then complete the task. English is generally of an acceptable standard, some corrections are required.

2 Applicant has not been required to research or analyse information for reporting purposes and has not demonstrated this ability. English is generally of a marginal standard.

## **ADDITIONAL**

### **Postgraduate Research Proposal**

10 Research proposal strongly links to a priority of the NDS, MOP or other policy initiative of Government. Applicant shows sound understanding of NDS and MOP. Links are clear and the outcome of the research will contribute to the achievement of the priority stated.

8 Research proposal links to a priority of the NDS, MOP or other policy initiative. Applicant shows some understanding of either the NDS or the MOP. Outcomes are mentioned, but it is not clear how these outcomes will contribute to the achievement of the stated priority.

6 Research proposal has weak links to a stated priority in the NDS, MOP or other priority. Statement does not make it clear how the research will contribute to achieving the priority. Proposal is heavily based on theory with few outcomes.

4 Research proposal is valid academically, but does not demonstrate how the research will contribute to achieving a priority from the NDS, MOP or other source which is a priority to Kiribati. Applicant does not demonstrate their understanding of these documents.

2 Proposal is not clearly explained and there are no links to outcomes which would directly benefit Kiribati.

### **Relevance of the Program**

10 The program is a technical requirement for the current position of the applicant (must be held for licensing or registration).

8 The program is a desirable qualification for the current position of the applicant (to meet an MQR that is not a licensing or registration requirement).

6 The program is a technical requirement for a likely future position of the applicant (must be held for licensing or registration).

4 The program is a desirable qualification for a likely future position of the applicant (to meet an MQR that is not a licensing or registration requirement).

2 The program is a desirable qualification for a position within the Public Sector, but not for a position (or likely position) within the current Ministry.