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PUBLIC SERVICE OFFICE
P.0 Box 68
Bairiki, Tarawa
Republic of Kiribati
Telephone: + (686) 63030140/ 73044220
www.pso.gov.ki

GOK IN-SERVICE AWARD APPLICATION FORM 2027

(To be completed by Employee/Applicant ONLY)
Application open date: **Friday, 30th October 2026**
Application closing date: **Friday, 11th December 2026 at Ministry/SOE.**
Ministry/SOE Submission to PSO: Thursday**, 24th December 2026 before 5:15pm.**

PERSONAL INFORMATION (Please type OR print in block letters)

Full Name: (Mr / Ms / Mrs / Miss)			
Date of Birth: (dd/mm/yyyy)		**Marital Status**	
Permanent Address:		**Telephone / Mobile:**	
		E-mail:	
Current Position Title:			
Category of Award (Please type tick(√)) ***Public*** ☐ ***Civil Society*** ☐ ***Private*** ☐			
Applicant Current Employer:			

PROGRAM DETAILS

Name of Program: *(2026-2028 Approved Priority list)*	
Priority Number of Program: *(As listed under 2026-2028 Priority List)*	
Type of Award Applied for: *GoK In-service Award OR Conversion of Private Award to In-Service?*	**Please tick (√) the appropriate box:** GoK Award ☐ Conversion of Private Award ☐
Name of University or Institution	
Duration of Course:	**Is your program by Research or Coursework?** (Please tick (√)) ☐ **Research** ☐ **Coursework**

QUALIFICATIONS (to be attached)

Have you ever failed a Unit / Course or Program of Tertiary Study?	☐ ***YES*** ☐ ***NO***
If YES, have you subsequently passed a similar Unit / Course or Program of Tertiary Study?	☐ ***YES*** ☐ ***NO***

DOCUMENTATION CHECKLIST

ALL DOCUMENTS TO BE CERTIFIED BY THE MAGISTRATE COURT	YES	NO
Proof of Citizenship		
Evidence of Citizenship for the Republic of Kiribati (Birth Certificate (LONG) or Passport).		
Proof that you are a PERMANENT employee (or for SOEs implementing Contract Appointment, proof of current/valid contract employment)		
• Certified copy of PSC Confirmation Letter for government Ministries and Statutory bodies • Certified copy of Contract/Confirmation letter for SOEs		
Proof that you have been an employee of the Public Sector (continuously) for the past three years.		
Certified copy of INITIAL PSC Appointment/PSC Contract Appointment or SRO/CEO confirmation letter for contract appointment/SRO confirmation letter for employment at government project that confirms either of the following: • 3 years continuous employment either on contract or permanent appointment in a government agency *(PSC appointment and SRO confirmation letter required); or* • 3 years in government projects *(contract appointment on project position and SRO confirmation letter required); or* • At least 2 years continuous contract service on project (other than government) within Kiribati plus at least 1 year service (either contract/permanent) in a government agency/Ministry *(contract appointment on project position and SRO confirmation letter required)*		
Proof that for the past 3 years any long-term leave/absence (more than a year) was for a private scholarship (academic) which was incomplete/terminated based on reasons of illness, pandemic, donor's changing policy, changing diplomatic relations or other compassionate grounds (Note – termination due to poor academic performance is not acceptable) – Only if applicable.		
i. sponsor initial offer letter of private award showing dates or duration of award; ii. sponsor letter/notification to the student for termination of the award with reasons (or other written forms of communications to the student outlining reasons for termination); iii. transcripts showing course results from start to the end of the award; iv. any other relevant supporting information confirming that your private award/scholarship was terminated NOT because of poor academic performance but based on reasons outlined in the criteria above.		
All Tertiary Study Records		
Certified copies of Transcripts ONLY for academic studies/courses		
Proof that you have the level of English and Computer skills required to undertake a tertiary study.		
Certified copies of the following:		
i. If applying for a postgraduate program: *Bachelor Degree Certificate with proof that the program is conducted in English.*		
ii. If applying for an undergraduate program: ▪ English Requirement – Certificates and/or transcripts for IELTS/TOEFL/UU114/TAFE English Course or Test. **NOTE - Expired test/course results are deemed invalid**. ▪ Computing Requirement – Transcript for UU100 (Communication & Information Literacy) at USP ▪ Undergraduate compulsory courses – Transcripts confirming successful completion of UU114 & UU100		
Proof that you meet the Age limit (45 years for undergrad applicants & 50 years for postgrad applicants)		
Certified copy of Birth Certificate/Passport/National ID Card		
Medical Report		
Proof that you are physically and mentally fit. Provide a completed and stamped Medical Report Form from the Ministry of Health & Medical Services (MHMS) using the form attached to this application.		
Proof that you meet your nominated Institution's minimum entry requirements		
Certified Copy of University Offer letter/Provisional offer for **Semester 1, 2027** with the University's		

stamp **OR** For cases where you've already been provided an offer letter to study your program prior to semester 1, 2027 and the university cannot reissue the same offer (eg. due to its internal procedures/policy etc.) then you are required to **provide the initial offer (issued prior semester 1, 2027), your updated transcripts including the University's confirmation letter (MUST be stamped)** which should include the following: i) University confirmation that you've already been accepted into the program including the year and semester you were offered; ii) You are still active in your program and/or your resumption of studies is accepted for semester 1, 2027; iii) The courses you have undertaken/completed and remaining courses required to complete the program and if applicable, also state the courses you enrolled in for semester 2, 2026; iv) Any other relevant information.		
Applicants for Postgrad Research Proposal (If applicable)		
Written proposal of no more than 500 words. It should also include the aim and objectives of the research, its linkage to the existing skill gap and the KV20 as well as how the outcome of the research will contribute to the development of the Kiribati.		

ENDORSEMENT

IMMEDIATE SUPERVISOR:	SENIOR RESPONSIBLE OFFICER (SRO):
Fully Name:	***Fully Name:***
Signature:	***Signature:***
Date:	***Date:***

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 2027

(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 "✓" in a shaded box means the applicant is INELIGIBLE. Return the application to the applicant

CRITERIA	YES	NO
(2.2.1) The program must be a priority on the advertised list of Priority Programs for In-Service Academic Awards. (NOTE – Both in-service and pre-service applicable for KANGO/KCCI Only)		
Is the Program reflected on the 2026-2028 In service Priority List?		
(2.2.2) The applicant must be a citizen of good standing of the Republic of Kiribati.		
Is the applicant a Kiribati Citizen?		
(2.2.3) The applicant must have been an employee of the Public Sector (continuously) for the past three years.		
Has the applicant supplied a certified copy of their INITIAL PSC Appointment/PSC Contract Appointment or SRO confirmation letter for contract appointment/SRO confirmation letter for employment at government project that confirms either of the following? • 3 years continuous employment either on contract or permanent appointment in a government agency *(PSC appointment and SRO confirmation letter required); or* • 3 years in government projects *(contract appointment on project position and SRO confirmation letter required); or* • At least 2 years continuous contract service on project (other than government) within Kiribati plus at least 1 year service (either contract/permanent) in a government agency/Ministry *(contract appointment on project position and SRO confirmation letter required)*		
(2.2.4) The applicant must have been working in their Agency for the past three years (starting from the date of application), and not have been on scholarship, long term leave or other long-term absence (1 year or more) from duty during that time.		
Has the applicant been at work for the past 3 years, with no absence for 1 year or longer (for any reason?). Exemption is given to those on private scholarship who have not completed their study based on reasons of illness, pandemic, donor's changing policy, changing diplomatic relations or other compassionate grounds. Termination based on poor academic progress IS NOT ACCEPTABLE.		
(2.2.5) The applicant must have had no serious discipline penalty imposed by PSC/Board for the past three years.		
Has the applicant received any serious PSC/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)		
(2.2.6) The program applied for must be at a higher level than any current qualification held by the applicant.		
Is the program applied for at a higher level than any current qualification held?		
(2.2.7) The applicant must demonstrate that they have the level of English and Computer skills required to undertake tertiary study.		
iii. Applicants for postgraduate programs:		
Has the applicant successfully completed an undergraduate program conducted in English?		
iv. Applicants for undergraduate programs:		

i.	English Requirement – Has the applicant completed either IELTS/TOEFL/UU114/TAFE English Course or Test? NOTE - Expired test/course results are deemed invalid.		
ii.	Computing Requirement – Has the applicant completed UU100 (Communication & Information Literacy) at USP?		
iii.	Has the applicant undertaken and successfully complete with pass grades two (2) USP compulsory courses UU114 (English for Academic Purposes) or and UU100 (Communication & Information Literacy)?		
(2.2.8) Age limit – 45 years for Undergrad applicants & 50 years for Postgrad applicants			
Has the applicant supplied a certified copy of their Birth Certificate/Passport or Citizenship? (Age Limit: 45 years for undergrad applicants and 50 years for postgrad applicants). An applicant should not reach 45 or 50 years of age during application and before undertaking study.			
(2.2.9) Has the applicant provided a Medical Report?			
A completed Medical Report Form (refer to page 7) should be provided and submitted as one of the required checklists. Without this form or an incomplete medical report will make this application incomplete.			
(2.2.10) The applicant must meet their nominated Institution's minimum requirements for entry.			
Does the applicant produce written proof that they meet their nominated Institution's minimum entry requirements/ University Offer letter/Provisional offer /Offer of Place with the University's stamp OR the University's confirmation letter if an offer has already been issued? (If you can't tell, tick NO)			
(2.2.11) The applicant must not have failed a course/unit or program of Tertiary study. If so, the applicant must have successfully completed or passed the failed program or other tertiary studies/courses/units at the same level of the award/program being applied for.			
Has the applicant failed a course/unit/program of tertiary study?			
If yes, has the applicant successfully completed or passed a failed program or other tertiary studies/courses/units at the same level of award/program being applied for?			
Other requirements:			
Has the applicant had a program terminated, either by a sponsor or by the University?			
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 postgraduate by research program?			
If YES, have they attached a research proposal of no more than 500 words?			

IMMEDIATE SUPERVISOR:	SENIOR RESPONSIBLE OFFICER (SRO):
Fully Name:	***Fully Name:***
Signature:	***Signature:***
Date:	***Date:***

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PERFORMANCE ASSESSMENT FORM FOR GOK IN-SERVICE AWARD 2027

(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:

GOK In-service Scholarship Medical Report Form

Name of Applicant:

Age:	Gender:	Height: cm	Weight kg	

Blood Pressure:

Blood Group: ☐ A ☐ B ☐ AB ☐ O ☐ Other ( )

Any history of Surgery?	Has the applicant ever been admitted to the hospital? Yes/No If yes, how many times? _____ Is it a serious medical condition likely to occur in the future? Yes/No
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases, covid-19, Hepatitis B, etc.)?	Does the person examined have any condition or defect which might require treatment during the course or affect the person's ability to learn/study?
List any abnormalities indicated in the chest X ray:	Does the person examined have any Non-Communicable Disease (NCD) including Hypertension and Diabetes? Indicate the appropriate level at this stage: Minor/Mild/Serious

Overall, is the person examined physically and mentally able to carry out academic studies/training away from home? Yes/No

I confirm that I have examined the applicant as required for this application and certify that the applicant is (please circle) overall

a) medically fit
b) not medically fit

to undertake an Academic study/course Overseas.

Other Comments: (e.g Specify minor pre-medical conditions or minor health issues identified although it may not affect the applicant's study if offered a scholarship

_____
_____
_____
_____

Name of Physician: Dr._____

Address of Clinic/hospital: _____

Contact details: i) Telephone - _____ ii) Email - _____

Date: _____

Signature of Physician: _____ Official Stamp:

PERFORMANCE ASSESSMENT
GUIDELINE

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.