

## Public Service Commission Job Description Form

Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need helping completing this form.

<b>1</b>	<b>Job title</b>	<b>Executive Officer</b>	
<b>2</b>	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	<b>3002</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by Director General . . . F Ps 5.9</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Office of the Director General</b>	
<b>6</b>	<b>Location</b> Where the position is located	<b>Port Vila</b>	
<b>7</b>	<b>Purpose</b> "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To provide high level policy advice and senior level executive support to the Directors, Commissions, Councils, Board, Authorities, Principal Officers, Pool Partners and Director General to the Ministry of Education and Ministry of Youth and Sport	
<b>8</b>	<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>8.1</b>	Well research policy advice on all high level policies and plans, executive matters and programs to the Director General, Directors and other stakeholders	<b>9.1</b>	Satisfactory decisions
<b>8.2</b>	Development of education policies	<b>9.2</b>	70% of education policies completed by 2015
<b>8.3</b>	All tasks including business plan/ annual plan, corporate plan, policy and their successful implementation are recorded and DG is up-dated	<b>9.3</b>	Director General is briefed on all tasks monthly basis Provide bi-annual report to the DG
<b>8.4</b>	All outstanding issues are dealt with and sorted as planned	<b>9.4</b>	Produce monthly/ quarterly reports on outstanding decisions and issues discussed in meetings and various reports
<b>8.5</b>	High level meetings are well coordinated	<b>9.5</b>	<ul style="list-style-type: none"> <li>• Regular DG's Office meeting held and minuted</li> <li>• Meeting of donor funded TA (Individuals and Teams) held and minuted</li> <li>• MoE management meeting held regularly and minuted</li> </ul>
<b>8.6</b>	Coordinate, attend and take responsibility for recording the outcomes of the Director General and Director's Meeting/Top management meeting/	<b>9.6</b>	Minutes of meeting circulated within one week reflecting progress against KPIs of Business Plan and Action Taken to address any issues
<b>8.7</b>	Education regulatory bodies function effectively and efficiently	<b>9.7</b>	Functions of NEAC, Quality Assurance & Standard, SBM, PEB, School Council & Committee, ZCA and M&E are coordinated
<b>8.8</b>	Effective coordination of Annual Report preparation	<b>9.8</b>	Annual report is submitted to the DG by February
<b>10</b>	<b>Duties and responsibilities</b> Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain.		
<b>10.1</b>	Analyse and advice on all high level policies and plans to the Department of Education and the Department of Youth and Sport Director General, Directors and other stakeholders		
<b>10.2</b>	Liaise with Division of Policy and Planning and units in regards to the accomplishment of education corporate plan		

10.2	Liaise with Divisions and units in regards to the accomplishment of individual policy		
10.3	Record all tasks including business plan/ annual plan, corporate plan, policy and advice on their successful implementation to the Director General and Directors		
10.4	Analyse and advice on all high level executive matters and programs to the Department of Education and Department of Youth and Sport Director General, Directors and other stakeholders		
10.5	Coordinate and follow up on all outstanding issues and deal with them to sort them out as planned		
10.6	Coordinate all high level meeting of the Director General and Directors of the Depart of Education and the Department of Youth and Sport		
10.7	Coordinate, attend and take responsibility to record the outcome of the Director General and Director's meeting/ Top Management meeting		
10.8	Effectively and efficiently monitor the functions and performance of all regulatory bodies of the Department of Education and Department of Youth and Sport		
10.9	Coordinate the monitoring of NEAC, Quality Assurance & Standard, SBM, PEB, School Council & Committee, ZCA and M&E to reflect the policy and plans of the Ministry of Education		
10.10	Effectively coordinate all reports to produce Ministry of Education and Ministry of Youth and Sport Annual Report preparation and submitted to Director General by February each year		
10.11	Carry out other duties as directed by the Director General.		
11	<b>Reports directly to</b> Title of Post and Level only	12	<b>Directly supervises</b> Title of Posts and level if any
	Director General		None
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14	<b>Occasional Internal Personal Contacts with...</b>
	Minister, Director General and Directors Other MoE managers, PEOs and senior officers, Audit, M&E, QCA&S		National Education Advisory Council, Teaching Service Commission National Education Commission Provincial Education Boards
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16	<b>Occasional External Personal Contacts with...</b>
	State Law Office Council of Ministers National Disaster Office		Secretary, TSC Members of the Teaching Service
17	<b>Impact of Decisions</b> (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.		Impact of work will directly affect the strategic directions of the Ministry of Education and Ministry of Youth and Sport as well as national education policy. Ministerial performance in responding to government policy will dependent on the advice from this position.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.		None
19	<b>Reason for Seeking Approval</b> (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)		Reviewing of existing Post to better align duties and responsibility for the post to effectively function.
20	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b>		
	(Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)		
20.1	<b>Qualification</b> the required qualification for the job e.g. certificate, diploma, degree...		Degree or Master
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable		Education or Management & Public Administration or any related field

20.3	<b>Experience</b> e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc	Five (5) years experience in a senior management position either in a public or private institution or a similar role in education sector.  Must have a very good background in policy development and demonstrate good knowledge in the relevant Acts that govern various education regulatory bodies.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	<ul style="list-style-type: none"> <li>• Research skills,</li> <li>• Policy drafting/development skills,</li> <li>• Planning skills,</li> <li>• Report writing skills,</li> <li>• Liaison skills,</li> <li>• Negotiation skills,</li> <li>• Computer literate.</li> </ul>
20.5	<b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker.....	An analytical, creative and practical thinker.
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Good verbal and written communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	<ul style="list-style-type: none"> <li>• Honesty</li> <li>• Reliable,</li> <li>• Commitment,</li> <li>• Highly respected in education field &amp; Punctual.</li> </ul>
20.8	<b>Language</b> "English , French and Bislama" is usual.	English or French and Bislama
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garoleo Date 02/ 06 /2014
21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Date 02/ 06 /2014
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Rantes Date 25/06/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  Decision: <u>Approved</u> or Deferred or Amended (Circle the appropriate Decision) <b>LAURENT REP</b> Name _____ Sign _____ Date 27/06/2014 <b>SECRETARY</b> <b>OPSC</b>	

