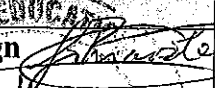
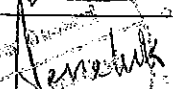
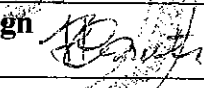
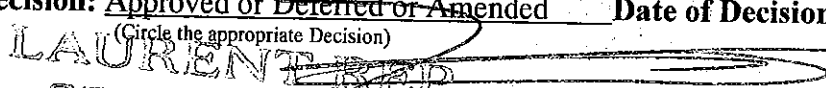


Public Service Commission Job Description Form

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.

1	Job title	UNESCO Officer		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3009		
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General ... H Os4.3		
4	Ministry	PSC DECISION		
5	Department	EDUCATION		
6	Location Where the position is located	Office of the Director General of Education.		
7	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	Vila		
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.	
8.1	Annual operation plan for UNESCO Program and Activities (funded)	9.1	Annual operation plan of UNESCO program and activity is produced (by when?)	
8.2	The implementation of the Planned program and activities coordinated	9.2	Provided Implementation report on UNESCO program and activities	
8.3	Provide minutes and follow up on decisions UNESCO decisions are followed up closely	9.3	Provided 6 monthly update report on UNESCO decisions	
8.4	Liaise and ensure fare distribution by language and gender Gender and linguistics distribution is adhered to	9.4	Report provided annually on gender and linguistic distribution	
8.5	Travelling arrangement and logistics are coordinated	9.5	Satisfaction	
8.6	Liaise and build partnership and cooperation with other UNESCO Secretariat on information Built partnership and corporations with other UNESCO Secretarial	9.6	1) Partnership and cooperation is maintained 2) Number of new partnership and corporation	
8.7	Sound practical advice and regular update and timely report	9.7	Quarterly and annual report on <ul style="list-style-type: none"> • Work in Progress for Vanuatu National Commission for UNESCO • Projects • Information and awareness issues 	
10	Duties and responsibilities 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.			
10.1	Ensure an operational and planned coordination of the UNESCO Secretariat and the Vanuatu National Commission for UNESCO			
10.2	Ensure an overall oversight of related UNESCO funded programmes and activities			
10.3	Prepare, facilitate and coordinate meetings of the Vanuatu National Commission for UNESCO			
10.4	Prepare and disseminate minutes of the Vanuatu National Commission to all UNESCO nominated members			
10.5	Ensure and follow up the implementation of all decisions of the commission			
10.6	Attend daily to Commission members complaints and needs			

10.7	Propose and facilitate all nomination for UNESCO funded scholarships and conferences	
10.8	Facilitate and coordinate all applications and travelling arrangements for UNESCO funded scholarships and conferences	
10.9	Ensure gender and linguistic components of UNESCO program and activities are fairly distributed	
10.10	Liaise with relevant institutions for information sharing and learning	
10.11	Build partnership and cooperation with other UNESCO program National Commission for UNESCO	
10.12	Provide sound and practical advices to the Chairman and the Secretary General for the Vanuatu National Commission for UNESCO	
10.13	Assist and facilitate the drafting of the projects for participation program and other related UNESCO projects	
10.14	Liaise yearly with the Department of Foreign Affairs to sort out the Vanuatu membership fee to UNESCO	
10.15	Disseminate all news and information to the relevant organization directly involve in the field of competences of UNESCO such as education, science and cultural institutions	
10.16	Organize and coordinate every two year the logistic arrangements of the Vanuatu delegation to the UNESCO General Conference	
10.17	Provide regular update reports on UNESCO program, training and funding activities to the Chairman and the Secretary General for the Vanuatu National Commission for UNESCO	
10.18	Performing other duties as directed by Director General of Education, Youth & Sports.	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level, if any
	Director General	None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Director General of Education, Directors, Senior Education Officers	Minister, Political Advisor
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Church Education Authorities, School Education Boards, Provincial Education Officers Commission and Council Members	Similar bodies and organization overseas
17	Impact of Decisions (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.	An efficient and effective secretariat office for Education Bodies
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Frequent, unplanned, intensive workload variations due to demands of Departments of Education
19	Reason for Seeking Approval (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)	Beneficial education bodies being established without being properly coordinated
20	CRITERIAS TO BE SELECTED FOR THIS POST	
	(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	Qualification the required qualification for the job e.g certificate, diploma, degree...	Diploma or Degree
20.2	Special Business Education refers to the field of study that would be preferable	Management and Public Administration or International Relations
20.3	Experience 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	5 - 7 years relevant experience as executive officer to Boards and Committees
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Secretarial and coordination skills Negotiation skills Liaison skills

		Protocol and Public relations skills Report writing skills Computer literate
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker	Practical
20.6	Communication/ Interpersonal Skills list the skills required of this position	Good verbal and written presentation skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Patient, Reliable and Hardworking and punctual.
20.8	Language "English, French and Bislama" is usual.	English, or French and Bislama
20.9		
21		
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign  Date 02/ 06 /2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Jge Sign  Date 02/ 06 /2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Rantes Sign  Date 02/06 /2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)	
	 Name LAURENT RANTES Sign Date 27/06/2014	

OPSC