

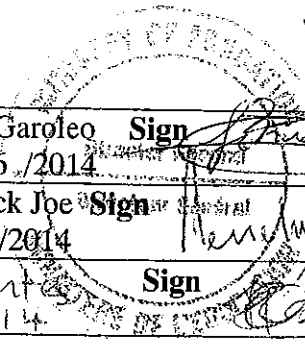
Public Service Commission Job Description Form

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	PEO Quality Control Assurance and Standard Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3010	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General... FPs 5.6 Determined PSC... FPs 5.9	
4	Ministry	Education	
5	Department	Office of Director General	
6	Location Where the position is located	Vila	
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.	<p>To provide quality control assurance service to the Ministry of Education</p> <ul style="list-style-type: none"> • To develop quality control assurance strategic policy and plan outlining performance standard to be measured. • To supervise and manage the coordination of quality control assurance and standard with other existing regulatory bodies including NEAC, SBM, ZCA, QCA, Audit and M&E. • To ensure quality teaching and learning, research and consultancy service through review and formulation of quality control assurance policy, continuous monitoring and evaluation of MoE's core function, resources, facilities and outcomes. • To supervise and manage the development of professional attributes, skills, knowledge and understanding as well as coordinate the work of national education improvement and monitoring to reflect education policies. • To determine quality standards set internally for measuring performance in all core operational areas of MoE if are continually met and updated and that they measure up to the national, regional and international benchmarks. • Ensure effective and efficient delivery of services consistent with Government policy objectives and the needs of the Vanuatu Education System. • Please summarise the above statements and limited to only one sentence. 	
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	Develop a strategic action plan of which quality Performance standard and system are established in the policy can be achieved	9.1	<ul style="list-style-type: none"> • Quality control strategic plan is developed (by 2014) • Quality control system of national education system is established
8.2	Develop, implement and review Quality Control Assurance Policy, Procedures and Guidelines identifying standard across all level and positions as well as develop risk policy	9.2	<ul style="list-style-type: none"> • Quality control assurance policy is developed, implemented and reviewed (by mid 2014) • Procedures and guidelines are developed • Risk management policy is developed
8.3	Standard are established Supervision the identification and development of MoE quality performance standards in each	9.3	All education performance standard for posts under PSC and TSC are developed

	division, units, commissions, council and positions		
8.5	monitoring and analyse the quality control assurance of the National Education System, report and advice Top Management, executives, PEO, SEOs, Officers and divisions, units commissions, councils on quality and standards for effective decision-making	9.5	<ul style="list-style-type: none"> National Education System is monitored and reported All PSC and TSC officers advice
8.6	Supervise internal and external evaluation of MoE and the Department and its program and individual functions	9.5	All performances are measured against the standard
8.7	Supervise all link with external actors, in particular with professional and regulatory bodies, employers, students and community to raise profile of education standards	9.6	Link are established with regulatory bodies both internally and externally at all structural level
8.8	Supervise the establishment and ensure existence and implementation of an acceptable and stout system of curriculum and examination	9.7	<ul style="list-style-type: none"> An acceptable Stout System of Curriculum examination is established An acceptable Stout System of examination is established
8.9	Supervise and manage students' evaluation of an acceptable and stout system of curriculum and examination	9.8	<ul style="list-style-type: none"> An acceptable Stout System of students curriculum examination and examination are established
8.10	Supervise all coordinated strategies for Tracer studies and staff training on quality control assurance and standard area established after conducting a needs survey	9.9	Tracer studies and training on quality control assurance and standard are established
8.11	Provide monthly, quarterly and annual report	9.10	Monthly, quarterly and annual reports are provided
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	Develop, implement and review Quality Control Assurance Policy, Procedures and Guidelines identifying standard across all level and positions to guide the ensure effective carrying out of the MoE functions.		
10.2	Develop and maintain risk policies and embedding the risk policies in the corporate plan		
10.3	Develop and implement a strategic action plan of which established quality standard in the policy can be achieved		
10.4	Ensure Key Performance Indicator and other requirements from individual Job Descriptions are achievable and are in line with the Corporate Plan and Education Act.		
10.5	Develop, review, monitor and evaluate the quality control system to monitor performance standards across the education sector and achieve national sector goals and objectives.		
10.6	Supervise the development of education sector performance standard with their related division, units, commissions, councils, boards, committee and individual positions		
10.7	Supervise all regulatory bodies within the MoE including NEAC, VQA, SBM, ZCA, and Audit to ensure they are effectively functioning, reporting, updating and maintaining the quality control system against the performance standard.		
10.8	Monitor the overall National Education System against the regional and internal quality control assurance and standards mechanisms to be developed and put in place.		
10.9	Supervise quality report of all inspected performance outputs/ results against duties and responsibilities for positions, units, divisions, commissions, council, boards		
10.10	Analyse quality assurance of the National Education System reports and advice Top Management, executives, PEO, SEOs, Officers and divisions, units commissions, councils on quality and standards and their findings and implications arising from research, monitoring and evaluation for effective decision-making		
10.11	Supervise internal and external evaluation of MoE and the Departments and its program and their respective functions against the required standards		
10.12	Supervise links with external actors, in particular with professional and regulatory bodies, employers, students and		

	community to raise profile of Education standards	
10.13	Work with HR to supervise, monitor and control the staff from external units including the Province	
10.14	Supervise and coordinate training and coaching mechanism on regular basis to assist managers and supervisors to improve the quality performance standard of their staff and unit	
10.15	Supervise the monitoring, advisory and assessment of the quality and standard of the National Curriculum	
10.16	Supervise students' evaluation of an acceptable and stout system of examination	
	Establish and ensure existence and implementation of an acceptable and stout system of examination	
10.17	Coordinate strategies for Tracer studies and staff training on quality control assurance and standard area established after conducting a needs survey	
10.18	Monitor and report (monthly, quarterly and annual) to the Director General and the Divisions and statutory bodies on quality control policy and standard activities, resourcing and overall performance of the sector in relation to national strategic goals for economic, social and cultural development	
10.19	Performs such other duties as directed by the Director General.	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Director General	SEO
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Directors, HRD, Principal Officers, Provincial Education Officers, Administrators and HRO	Director General
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Regulatory institutions and Training consultancies and Office, technical advisors and trainers, PSC, donors	Quality Control and Assurance and Standard providers in country and 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.	Performance standard raised and progressive availability of appropriately skilled staff for all levels within the teaching service and the administration: efficient use of training resources. Evaluation and re-design of programs
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Variable working hours and some travel
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)	New Post. This position provides a range of corporate services to head office and provincial staff as well as provides advice to the TSC.
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...	Degree or post graduate qualification would be useful.
20.2	Special Business Education refers to the field of study that would be preferable	Public Policy management or Law or Human Resource Management or related discipline
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	Minimum of five (5) years experience in professional quality control assurance and standard environment ideally related to a large scale education system.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Public relation, Communication skills and computer skills
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical and practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Listening, writing, reading, oral communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Honest and hard working. Good team member
20.8	Language "English, French and Bislama" is usual.	English or French and Bislama



21.1	Prepared in the Ministry by ...	Name John J. Garoleo Date 02/06/2014	Sign <i>[Signature]</i>
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Date 02/06/2014	Sign <i>[Signature]</i>
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Rante Date 27/6/2014	Sign <i>[Signature]</i>
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision) Name LAURENT REP Date <u>27/06/2014</u> SECRETARY OPSC		

