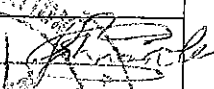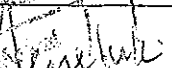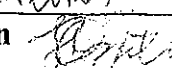# Public Service Commission
Job Description Form

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**	**Senior Quality Control Assurance Officer**
2	**Post number** Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	**3011**
3	**Level** Suggested by Ministry and determined by PSC	**Suggested by the Director General... So5.0 Determined PSC...**
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.	• To assist the development of quality control assurance strategic policy and plan outlining performance standard to be measured. • To coordinate quality assurance standard with other existing regulatory bodies including NEAC, SBM, ZCA, QCA, Audit and M&E.assist the development of the quality control assurance strategic policy and plan outlining standard to measure the performance against. • To coordinate quality assurance 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 support building 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. • Further support effective and efficient delivery 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, implement and review Quality Control Assurance Policy, Procedures and Guidelines identifying standard across all level and positions	9.1	• Quality control assurance policy is developed (by mid 2014) • Procedures and guidelines developed
8.2	Develop a strategic action plan of which quality Performance standard and system are established in the policy can be achieved	9.2	• Quality control strategic plan is developed (by 2014) • Quality control system of national education system is established
8.3	Identify and develop MoE Standards	9.3	All education PSC and TSC standard are developed

	requirements in each division, units, commissions, council and positions		
8.4	Coordinate and ensure all regulatory bodies within the MoE including NEAC, VQA, SBM, ZCA, M&E and Audit are effectively functioning and reporting and updating the quality control system	**9.4**	All regulatory body's functions is coordinated, supported and enforced through Education and TSC Acts and policy regulations
8.5	Monitor and analyse quality 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**	• National Education System is monitored and reported • All PSC and TSC officers advice
8.6	Coordinate 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	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	Establish and ensure existence and implementation of an acceptable and stout system of curriculum and examination	**9.7**	• An acceptable Stout System of Curriculum examination is established • An acceptable Stout System of examination is established
8.9	Coordinates and manage students' evaluation of an acceptable and stout system of curriculum and examination	**9.8**	• An acceptable Stout System of students curriculum examination and examination are established
8.10	Coordinate 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		
10.2	Develop a strategic action plan of which quality standard are established in the policy can be achieved		
10.3	Develop quality control system through policy implementation that can monitor standards across the education sector		
10.4	Review Quality Control Assurance policy and plan on quarterly basis e.i established 2014 and review 2017		
10.5	Identify and develop MoE Standards related division, units, commissions, council and individual positions		
10.6	Coordinate and ensure all regulatory bodies within the MoE including NEAC, VQA, SBM, ZCA, and Audit are effectively functioning and reporting and updating the quality control system.		
10.7	Monitor the National education System against the regional and internal quality control assurance standards		
10.8	Analyse quality 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		
10.9	Coordinate internal and external evaluation of MoE and the Departments and its program and their respective functions against the required standards		
10.10	Link with external actors, in particular with professional and regulatory bodies, employers, students and community to raise profile of Education standards		
10.11	Establish and ensure existence and implementation of an acceptable and stout system of examination		
10.12	Coordinates and manage students' evaluation of an acceptable and stout system of examination		
10.13	Monitor and assess the quality and standard of the National Curriculum		

10.14	Coordinate strategies for Tracer studies and staff training on quality control assurance and standard area established after conducting a needs survey			
10.15	Provide monthly, quarterly and annual report			
10.16	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			Director General
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 post graduate qualification would be useful.
20.2	**Special Business Education** refers to the field of study that would be preferable			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 three (3) 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.			Bislama, English and French
21.1	**Prepared in the Ministry by ...**			Name John J. Gardeo 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 Joe 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. Kayrts Sign Date / /2014
21.4	**DECISION OF PUBLIC SERVICE COMMISSION** Decision: Approved or Deferred or Amended Date of Decision:			

	(Circle the appropriate Decision)	
Name	Sign	Date 29/06/2014

LAURENT REP
SECRETARY
OPSC