	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						
2	Post number Allocate the next available number. This number is to be used in all	Senior Quality Standard Officer 3012					
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General So5.0 Determined PSC					
4	Ministry	Education					
5	Department						
6	Location Where the position is located	Office of Director General 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 as me	 To provide support to the development of quality control assurance strategic policy and plan that outline standard to measure the performance against. To coordinate quality control assurance with other existing regulatory bodies including NEAC, SBM, ZCA, QCA, Audit and 				
		 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. 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 					
8	Key Result Areas (KRAs) refers to general a of outcomes or outputs for which the post/role is	one	Key Performance Indicators (KPIs) refers to the				
8.1	Develop, implement and review Quality Contact Assurance Policy, Procedures and Guideline identifying standard across all level and positions	trol 9.1	Quality control assurance policy is developed (by mid 2014) Procedures and guidelines developed				
8.2	Develop a strategic action plan of which qual Performance standard and system are established in the policy can be achieved	lity 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 requirements in each division, units, commissions, council and positions	9.3	All education PSC and TSC standard are developed				
3.4	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 ng	All regulatory body's functions is coordinated, supported and enforced through Education and TSC Acts and policy regulations				
3.5	Monitor and analyse quality assurance of the	9.5	National Education System is monitored and				

1	National Education System, report and advice		
1	Top Management, executives, PEO, SEOs,		reported
	Officers and divisions, units commissions,		All PSC and TSC officers advice
1	councils on quality and standards for effective	1	
	decision-making		
8.6	Coordinate internal and external evaluation of	9.5	All performances are measured against the standard
ĺ	MoE and the Department and its program and	7.5	7 th performances are measured against the standard
	Individual functions		
8.7	Link with external actors, in particular with	9.6	Link are established with regulatory bodies both internally
	professional and regulatory bodies, employers.		and externally at all structural level
1	students and community to raise profile of]	
	Education standards		
8.8	Establish and ensure existence and	9.7	An acceptable Stout System of Curriculum
	implementation of an acceptable and stout	1	examination is established
	system of curriculum and examination	1	An acceptable Stout System of examination is
<u> </u>			established
8.9	Coordinates and manage students' evaluation	9.8	An acceptable Stout System of students
ļ	of an acceptable and stout system of curriculum		curriculum examination and examination are
0.40	and examination		established
8.10	Coordinate strategies for Tracer studies and	9.9	Tracer studies and training on quality control assurance
ĺ	staff training on quality control assurance and	ł	and standard are established
	standard area established after conducting a needs survey		
8.11	Provide monthly, quarterly and annual report		
474 1) Floride monthly, quarterly and annual report	N 10	NA
10	Duties and responsibilities Simple statements areas of work but not details you should find in Proceeding M.	9.10 starting w nuals, Are	Monthly, quarterly and annual reports are provided ith an action word; more important ones first; less than 10; cover main cas to think of include policy/ research/ advice, preparing reports; external
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13	Frequent Internal Personal Contacts	14	Occasional Internal Personal Contacts			
	with("Internal" means within the Ministry)	1.4	with			
	Directors, HRD, Principal Officers, Provincial	<u> </u>	Director General			
}	Education Officers, Administrators and HRO		Director General			
15	Frequent External Personal Contacts	16	Occasional External Personal Contacts			
	with ("External" means other Ministries and the community)	10	with			
	Regulatory institutions and Training consultancies and	<u> </u>				
	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		Performance standard raised and progressive			
	Without help on a regular basis (weekly or monthly) to greatly reduce the	availability of appropriately skilled staff for all levels				
	risk of serious things happening. Name the more important thing(s) deci	within the teaching service and the administration:				
	(b) If the Post has a significant Financial Delegation to commit funds th amount should also be stated.	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	nf .	New Post. This position provides a range of			
	Existing Job Description, New Post, Regrading, State if any overlap or		corporate services to head office and provincial staff			
	duplication with existing Job Descriptions or new duties and responsibilities)		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			
40.5			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,		Minimum of three (3) years experience in			
			professional quality control assurance and standard			
	advising clients, doing similar type of work etc		environment ideally related to a large scale			
20.4			education system.			
20.7	Special Skills e.g. vehicle license, driving record, computer word, excel etc	/	Public relation, Communication skills and computer			
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative		skills Analytical and practical thinker			
20.6	UILIKCI					
-	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					
	The state of the s		Name John J. Garofeo Sign James 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			
21.3	Checked by OPSC for completeness and consistency; check		Date 02/06/2014			
	Structure; confirm Level and Post Number (job evaluation process).		Name Reported Sign Sign Date257C 2014			
21.4	DECISION OF PUBLIC SERVICE COMMISSION					
	Decision: Approved or Deferred as Adda 1.1					
	Decision: Approved or Deferred or Amended Date of Decision: Circle the appropriate Beginning					
	Name BORTARY Sign	-	Date 29/c/2014			