

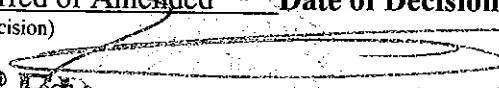
Public Service Commission Job Description Form

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	Secretary General, National Education Advisory Council		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3018		
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General... G So 5.0		
4	Ministry	PSC DECISION...		
5	Department	Education		
6	Location Where the position is located	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.	Port 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	Development of Scholarship, curriculum and examination policy proposals for consideration by the Ministry	9.1	National Education Policy on curriculum, examination and training and development is provided	
8.1	Manage the Secretariat and administer the functions of the National Education Commission	9.1	Monthly activity management report provided	
8.2	Advise the Minister and Director General on policies and any issues affecting Scholarship, Curriculum, Examination and training	9.2	Copies of advice on policies and issues provided	
8.3	Assessment of quality curriculum, examination, training and development	9.3	Copies of policy proposals provided	
8.4	Approved Curriculum and examinations, dates of examination, academic year date	9.4	Approved Curriculum, examination and training and development activity provided	
8.5	Monitor the implementation and effectiveness of scholarships, curriculum, examination and other training and development activities as well as training providers	9.5	Monitoring reports provided	
8.6	Inform, consult and advise all education stake holders on issues affecting the scholarships, curriculum, examination and other training and development activities as well as training providers	9.6	Reports on information, consultation and advice provided	
8.7	Quarterly report is provided	9.7	Provide quarterly report on <ul style="list-style-type: none"> • New Curriculum & Syllabuses • Transition system of examinations from 	

			<p>SPBEA to Examination Vanuatu</p> <ul style="list-style-type: none"> • New Policy of students placement into old & new schools • Management of new procedures of student allowances in region & abroad • Old & new Vangov scholarship • New scholarship schemes affiliated with MOFA and other Donor partners
10	<p>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.</p>		
10.1	Supervise the develop of Scholarship, curriculum and examination policy proposals for consideration by the Ministry		
10.2	Develop NEC Corporate & Annual work Plan and keep members up-to-date in-line with the developments		
10.3	Ensure that National Education Commission and its Secretariat function and administer effectively		
10.4	Provide high level advise to Minister and Director General on policies matters and any issues affecting Scholarship, Curriculum, Examination and training		
10.5	Ensure the quality curriculum, examination, training and development are assessed		
10.6	Ensure approved curriculum and examinations, dates of examination, academic year dates are implemented		
10.7	Monitor the implementation and effectiveness of scholarships, curriculum; examination and other training and development activities as well as training providers		
10.8	Ensure a registry of training providers and trainees are kept and alignment to workplace demand		
10.9	Provide updated information and consultation with all education stake holders on issues affecting the scholarships, curriculum, examination and other training and development activities as well as training providers		
10.10	To execute all decisions of the NEC, and to distribute and provide advice to all stakeholders on NEC decisions.		
10.11	To administer the provisions of the NEC Guidelines as directed by and on behalf of the Commission.		
10.12	To ensure that the Vanuatu education system has available to it the appropriate number of well qualified and motivated teachers.		
10.13	To effectively and efficiently manage the day-to-day operations of the office of the NEC, including the development and maintenance of policy, procedures and practices.		
10.14	To represent the National Education Commission on special meetings and occasions, including schools & Institutions visits in & out of Country.		
10.15	To carry out other duties as may be determined by or delegated by the National Education Commission represented by the Chairman.		
10.16	To advise the Commission on NEC Budget and other financial implication.		
10.17	To update the Commission on current developments in Education in Vanuatu.		
10.18	Provide monthly, quarterly and annual report to the commission and to the Director General		
10.19	Perform other responsibilities 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 and Chairman of NEC		All PSC Staff under NEC
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...

	Minister, Stakeholders, Education Authorities, Donor Partners and Commission members	Political Advisers, School Principals, Institution Directors, Professional Services, Director Administration & Finance, Director Primary & Secondary, HROs, other MoE officers
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Curriculum Development, Examinations & Assessment & Scholarships Units, AusAid & NZAid, Non Government Organisations	State Law Office, other Ministries and Departments.
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.	Recommend on all scholarships, Curriculum and Examinations and appointment matters to NEC. Institute and progress disciplinary proceedings on behalf of NEC.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Preparation of urgent student listing for placement in schools to be done during weekend and public holidays.
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)	Regrading, as NEC will upgrade HRM policies, practices and systems for the NEC staffs in future if more job is created within the Commission.
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
20.2	Special Business Education refers to the field of study that would be preferable	Management or public administration. Qualifications in education an advantage
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	A minimum of 5 years senior management experience, preferably in a position requiring high level interpretative skills. Substantial experience in dealing with legislation and the interpretation of legislation and regulations. Human resource management skills and experience highly desirable. Must be able to interact with other people
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Management skills, Planning skills, Policy writing skills, Monitoring skills, Computer literate
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	An analytical thinker, a practical thinker and creative thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Good verbal and written communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	High degree of integrity, reliable, diligent, punctual

20.8	Language "English , French and Bislama" is usual.	English, 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 Jos 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. Rentes Sign Date 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)  LAURENT RENTES Name <u>LAURENT RENTES</u> Sign <u>[Signature]</u> Date <u>27/6/2014</u> SECRETARY OPSC	

