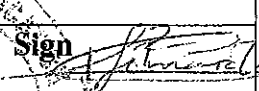
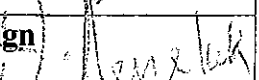


**Public Service Commission
Job Description Form**

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, Teaching Service Commission	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3019	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General... Ms 6.2 PSC DECISION...	
4	Ministry	Education	
5	Department	Teaching Service Commission	
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.	The Secretary is the Chief Executive Officer of the Secretariat to the Teaching Service Commission. He shall provide directions to the Commission to carry out its functions and achieve its objectives and to advise the Minister and the Director General on Teaching Service Act and Teacher Management Policies and issues affecting the teacher management.	
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	Act reviewed and Implemented	9.1	Revision of the Act completed by 2014
8.2	Strategic and annual plan developed	9.2	Strategic and annual plan completed by June 2014
8.3	Budget developed and monitored	9.3	Provided brief budget analysis report every 6 months
8.4	Effective management and administration of Commission and Secretariat functions	9.4	TSC and secretariat effectively and efficiently functioned
8.5	Teacher are selected, recruited, inducted, transferred and other related issues reduced	9.5	Reduction in the number of public criticism (Yes/No)
8.6	Effective management of teacher remuneration and entitlements including leave, allowances	9.6	Teacher's remuneration and other entitlements are paid on time (Yes/No)
8.7	Clear management of teachers discipline	9.7	90 % of teachers are disciplined are dealt with in accordance with the disciplinary procedure and rules (Yes/No)
8.8	Effective management of teachers work performance appraisal and assessment and training and development	9.8	<ul style="list-style-type: none"> • 90 % of teachers in Vanuatu are assessed (Yes/No) • 90% of teachers training is approved (Yes/No)
8.9	Advise the Minister and Director General on Teaching Service Act and Teaching Service Staff Manual and any other issues affecting the teacher management	9.9	Copies of advice on policies and issues provided

8.10	Development of policy proposals on teacher management	9.10	Copies of policy proposals provided
8.11	Quality teacher management report provided	9.11	Monthly, quarterly and annual report 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	To effectively and efficiently manage the day-to-day operations of the office of the TSC, including the development and maintenance of policy, procedures and practices.		
10.2	Supervise the review, implementation and the development of Teaching Service Act and Teachers' Staff Manual for consideration by the Minister		
10.3	Develop TSC Corporate & Annual work Plan and keep members up-to-date in-line with the developments		
10.4	Provide monthly, quarterly and annual report to the commission and to the Director General		
10.5	Ensure that Teaching Service Commission and its Secretariat is function and administer effectively		
10.6	Provide high level advise to Minister and Director General on policies matters and any issues affecting Teacher management, remuneration, discipline, transfer, housing, assessment, performance, training recruitment and monitoring		
10.7	Ensure the quality planning, training, assessment and management of teachers is maintained at the very high standard		
10.8	Ensure approved number of teachers and their transfer is followed and school teachers their require		
10.9	Provide updated information and consultation with all education stake holders on issues affecting teacher management		
10.10	To execute all decisions of the TSC, and to distribute and provide advice to all stakeholders on TSC decisions.		
10.9	To administer the provisions of the TSC Guidelines as directed by and on behalf of the Commission.		
10.10	To ensure that the Vanuatu education system has available to it the appropriate number of well qualified and motivated teachers.		
10.11	To represent the Teaching Service Commission on special meetings and occasions, including schools & Institutions visits in & out of Country.		
10.12	To advise the Commission on TSC Budget and other financial implication.		
10.13	To update the Commission on current developments on Education and teacher management in Vanuatu.		
10.15	Perform other responsibilities as directed by the Director General or Teaching Service by the Chairman of the TSC.		
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 TSC		All PSC Staff under TSC
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Teachers, Education Authorities, Expatriate Staffs and Board members,		Minister and political advisers Director General, Director Schools & Professional Services, Director Administration & Finance, HROs, other MoE officers
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...

	Provincial Education Boards, Volunteer organisations including Peace Corps, AVO	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 teaching employment and appointment matters to TSC. Institute and progress disciplinary proceedings on behalf of TSC.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Must work odd hours and be prepared to travel to other Provinces. Stays controlled when under pressure.
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 TSC will upgrade HRM policies, practices and systems for the teaching service.
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. Or Post Qualifications in education and management would be an advantage
20.3	Experience e.g. number of years or level of experience in filling/keyboards 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 10 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
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Leadership skills, Management skills, Planning skills, Research skills, Reporting skills Policy drafting skills, Networking skills, Human resource management 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	Must be able to interact with other people Must have good verbal and written communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Highly respected, reliable, hardworking, team player, honest and punctual.
20.8	Language "English , French and Bislama" is usual.	English or French and Bislama
20.9		
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
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 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 <u>L. Ranta</u> Sign <u>[Signature]</u> Date <u>24/6/2014</u>
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)	
Name <u>LAURENT REP</u> Sign <u>[Signature]</u>		Date <u>24/06/2014</u>

SECRETARY
OPSC