



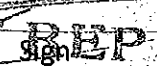


**Public Service Commission
Job Description Form**

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	Teacher Administration Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3023	
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General ... HOs 4.0 PSC DECISION	
4	Ministry	Education	
5	Department	Teaching Service Commission	
6	Location Where the position is located	Port 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.	Support the Secretary TSC in managing all TSC administrative functions of including teachers.	
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	Addressing teachers issues and complains in a timely manner (Industrial Relation Officer's Job)	9.1	70% of teachers' issues addressed
8.2	Administration functions of all TSC administrative and management are well coordinated	9.2	1) 80% of Planned administrative and management tasks completed 2) Provide quarterly report on Archiving documentations Supervision of support staff of the Department of Education
8.3	Decisions are executed	9.3	Posting and transfer within 5 days
8.5	Manage all administrative operations to the Chairman and Secretary General and staffs in relation to teacher management functions.	9.5	All clerical administrative supports are provided.
8.6	Manage all resources requirements for Teaching Service Commission and it Secretariat.	9.6	The TSC and Secretariat are properly resourced and well managed.
8.7	Facilitate secondary teacher's logistics such as travelling and entitlement claims.	9.7	Teachers' transfer arrangements and entitlements are attended to.
8.8	Keep Record of all Secondary and formal technical schools.	9.8	A well maintain record of all Secondary and formal technical schools.
8.9	Provide advice and information on Secondary and TVET Education.	9.9	Advice and information are provided and accessed.
8.10	Facilitate Education Services Administration officer's logistics such as travelling, workshop, meetings and entitlements claims.	9.10	Education Services Administration officers logistics attended to.

8.11	Provide 6 months reports.	9.11	6 months report provided.
8.12	Provide assistance to Provincial Education Officer in relation to clerical duties.	9.12	Provincial Education Officers are assisted.
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	Assist the Secretary General in conducting regular meetings of the Teaching Service Commission.		
10.2	To assist the Secretary in executing all decisions of the TSC, and to distribute and provide advice to all stakeholders on TSC decisions.		
10.3	To administer the provisions of the Teaching Service Act and Teaching Service Staff Rules as directed by and on behalf of the Commission to teachers.		
10.4	To assist in ensuring that the Vanuatu education system has available to it the appropriate number of well qualified and motivated teachers.		
10.5	To assist the secretary in managing the day-to-day operations of the office of the TSC effectively and efficiently, including the development and maintenance of policy, procedures and practices.		
10.6	To assist the secretary in representing the Teaching Service Commission on special meetings and occasions, including school visits.		
10.7	Liaise with education services on matters relating to posting and transfer of teachers		
10.8	Assist the Secretary in inducting new teachers before deployment to schools		
10.9	Assist in preparing National Teacher examination		
10.10	Coordinating and managing teacher's performance to identify training needs.		
10.11	Coordinate and managing the distribution of teachers and other resources to schools and provincial offices throughout Vanuatu.		
10.12	Compile monthly management report for administration services		
10.13	Setting up and managing the operating systems and procedures for teacher management.		
10.14	Coordinate and evaluate impact of TSC activities and teachers salaries against TSC's budget schedule.		
10.15	Managing the review and make available training manuals and materials on the teacher management activities and system as and when appropriate.		
10.16	Perform other duties as directed by the Secretary General or the Director General		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	Secretary		Must be ptrpared to work odd hours
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Teachers, Secretary and Chairman		MoE
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	Education Authorities		TSC Board Members
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		Significant impact on efficiency of Teacher Management.

	Delegation to commit funds the amount should also be stated.	
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	None.
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 to gather for teacher management issues.
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...	University degree or equivalent
20.2	Special Business Education refers to the field of study that would be preferable	Management or Public Administration
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 2-3 years experience in Public Administration
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Leadership 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.	Patient, Reliable, Hardworking.
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 Jõe 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. Rantes Sign  Date 27/ 6/2014
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  SECRETARY Date 27/ 06/2014 OPSC	