

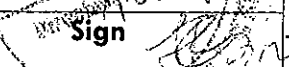
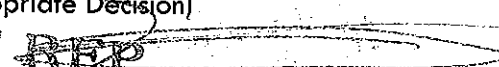


**Public Service Commission
Job Description Form**

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.

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|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 1 | Job title | Senior Data Officer | |
| 2 | Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post. | 3024 | |
| 3 | Level Suggested by Ministry and determined by PSC | Suggested by or for Director General... H Os 4.0 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. | To manage and analyze TSC data base system and also provide technical advice to Teaching Service Commission | |
| 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 | Ensure the data base system is reliable and efficient | 9.1 | Teacher data base system is established |
| 8.2 | Provide policy advice to the commission regarding teachers management These are not KRAs | 9.2 | Effective decisions are made |
| 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 | Establish a data system for the Teaching Service Commission | | |
| 10.2 | Manage and set priorities for the maintenance, development and evaluation of all infrastructure systems. | | |
| 10.3 | Lead TSC operational and strategic planning, including fostering teacher management. | | |
| 10.4 | Develop, implement, and maintain policies, procedures, and associated training plans for infrastructure administration and project management. | | |
| 10.5 | Work with stakeholders to define business and systems requirements for new technology implementations. | | |
| 10.6 | Carry out other duties and responsibility as directed by the TSC | | |

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|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | Reports directly to Title of Post and Level only | 12 | Directly supervises Title of Posts and level if any |
| | Secretary General | | Assistant Data Officer |
| 13 | Frequent Internal Personal Contacts with... ("Internal" means within the Ministry) | 14 | Occasional Internal Personal Contacts with... |
| | IT Officers, VEMIS | | Statistic Office |
| 15 | Frequent External Personal Contacts with... ("External" means other Ministries and the community) | 16 | Occasional External Personal Contacts with... |
| | Ministry and Department of Education | | Education Authorities |
| 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. | | Providing a good and reliable data system for the Teaching Service Commission. |
| 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) | | Regrading to upgrade TSC data record keeping, including the update and computerization of teachers files |
| 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... | | Bachelor Degree |
| 20.2 | Special Business Education refers to the field of study that would be preferable | | IT and Networking |
| 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 | | 2 to 3 years experience or more in IT management. A good understanding of data management and filing systems. Strength with the operation of data bases would be an advantage. |
| 20.4 | Special Skills e.g. vehicle license, driving record, computer word/ excel etc | | Computer skills, Data collection skills, Supervision skills & Report writing skills |
| 20.5 | Thinking style e.g an analytical thinker, a practical thinker, creative thinker..... | | A practical & analytical thinker |

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|------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 20.6 | Communication/ Interpersonal Skills list the skills required of this position | Must be able to interact with other people. |
| 20.7 | Behavioural Competencies refers to the personal attributes or characteristics needed for the position. | Honest, hardworking and team work. |
| 20.8 | Language "English , French and Bislama" is usual. | English/French or 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 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. Rantes 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 REP  Name SECRETARY Sign Date 27/06/2014 | |

OPSC