
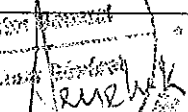
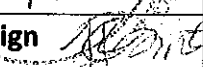
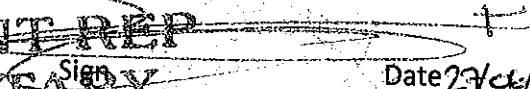


**Public Service Commission
Job Description Form**

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	Registration and Licensing Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3026	
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General ... I As 3.0 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.	Manage all teacher registration and licensing	
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	Teacher are registered and licensed	9.1	Number of Teachers registered per quarter
8.2	Teachers registry record is updated		Teacher registry is updated on monthly basis (Yes/No)
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 be responsible for establishing and maintaining teacher registry		
10.2	Register all current teachers		
10.3	Facilitate licensing process to Teaching Service Commission		
10.4	Inform teachers on their licensing status		
10.5	Develop registration and licensing procedure		
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 registration and licensing		
10.8	To carry out other duties as may be determined by or delegated by the Secretary and the Chairman		

11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	Secretary		None
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 Delegation to commit funds the amount should also be stated.		Significant impact on efficiency of Teacher quality.
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 registration and licensing
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...		Diploma or Degree
20.2	Special Business Education refers to the field of study that would be preferable		Management or any relevant field
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 5 years experience in Education Administration
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc		Administration/supervision skill Planning & report writing skills computer literate
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 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. Ranta 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) Name LAURENT REP Sign  SECRETARY Date 27/06/2014 OPSC	