

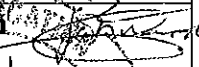
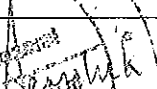
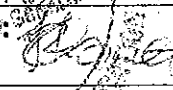
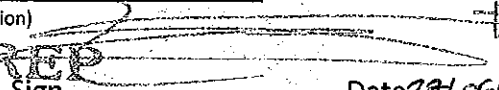
Public Service Commission Job Description Form

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	Director Policy and Planning	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3100	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General ...EL1 7.3	
4	Ministry	Education	
5	Department	Policy & Planning Directorate	
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 provide overall supervision, advise and clear directives to the Policy and Planning Directorate in coordinating and managing the provision of a range of policy, planning, research, human resource development, project management through VEMIS and statistical information that support and enable effective policy management and resourcing of the Vanuatu Education system.	
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	All required policies development, review and implementation are supervised and coordinated	9.1	<ul style="list-style-type: none"> • Number of policies compiled to form Education Act • Education Act reviewed by when? • Regulation order completed • M&E policy completed by end of 2014 • HRD policy completed by end of 2014 • Research Policy completed by end of 2014
8.2	The preparation and development of corporate plan, strategic plan, annual plan and WP&DP are well coordinated.	9.2	<ul style="list-style-type: none"> • Corporate plan completed, finalise and produced and submitted to DG's Office by June each year, • Corporate Plan is updated on annual basis • Reviewed every three years • Strategic plan completed by 2015 • Annual plan completed by December every year • Work performance & development plan completed by June and December every year
8.3	Effective budgeting and control of funds	9.3	Activities are planned and effectively costed
8.4	Effective Monitoring and Evaluation of	9.4	Tasks and activities are monitored and

	planned activities and tasks		evaluated and report submitted to the Director
8.5	Effective statistical analysis of data and information management through research	9.5	Statistical data are produced in time for decision-makers and planning
8.6	Effective management of government projects and supervision	9.6	All projects are supervised and managed
8.7	Effective capacity development of MoE	9.7	HRD activity is supervised and completed by end of 2014 with review every 2 years
8.8	Good coordination of research and development	9.8	All research activities are coordinated and supervised within and with other directorate
8.9	Coaching and mentoring are provided on regular basis to improve performance	9.9	Staff within the Directorate are appraised and their performance assessed regularly with bi-annual report submitted to DG's Office
8.10	Report and Advice	9.10	Weekly reporting provided to Director General
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	Policy Development Supervise and coordinate the development, revision and implementation of education policies.		
10.2	Planning Development Coordinate the development and preparation of Annual Business Plan for the Policy and Planning Directorate in such a way that it encompasses all priority programs under the Directorate.		
10.3	Budget Planning and Control Coordinate the development of annual budget and facilitate the submission to the Ministerial Budget Committee.		
10.4	Monitoring & Evaluation Provide a sound quantitative basis for policy planning and development review by coordinating and managing monitoring indicators conduct of approved research programs and by advising on necessary policy adjustments and corporate management.		
10.5	Project Management Organising and controlling relevant project management resources and processes and by ensuring adequate project information is disseminated to administrators, donor agencies and other government ministries		
10.6	Information Management Coordinate the Management of an effective and efficient Education Information System by ensuring reliable information technology networking within the Ministry and to the provinces and facilitate data collection and input.		
10.7	Human Resource Development Coordinate the development and implementation of human resource development policy, strategic plan and training addressing skill gap competencies to ensure maximum capacity development through in-house and formal scholarship		
10.8	Research and Development Provide research development on MoE issues using statistical data to improve policy development outputs		
10.9	Staff Management		

	Provides overall management and supervision of all staff in the Division to ensure effective and efficient operations in terms of recruitment and training determinations, emoluments and staff general welfare.	
10.10	Staff Performance Appraisal and Assessment Monitor and assess the performance regularly of all staff of the directorate to ensure assigned tasks are carried out competently to improve education system and service delivery	
10.11	Executive Team As a key member of the Ministry's executive team, performs all functions and participates in all activities as required by the Director General.	
10.12	Monthly Reporting Reports and carry out any other responsibility as required 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	Planning and development, VEMIS and Statistics, HRD and Research and Development
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Ministers and Political Advisors, Director General, Directors, Consulting Advisors	Other Education stakeholders including Provincial Education Boards
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Provincial Education Officers, School Principals, Head Teachers	Department of Economic and Sector Planning, Suppliers and Contractors, Ministry of Finance, PWD, Donor Agencies and communities in Vanuatu.
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.	Other Education stakeholders including Provincial Education Boards
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Major long term impact on quality of educational planning and decision making on efficiency on resource allocation.
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)	Frequent, unplanned, intensive workload variations due to demands of Government ministries, donors and the private sector.
20.1	Qualification the required qualification for the job e.g certificate, diploma, degree...	Master's Degree or Bachelor's Degree with 10 years experiences
20.2	Special Business Education refers to the field of study that would be preferable	Public Policy Management, Economics or Planning and Statistics
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	5 – 10 years experience in Education administration and planning. Must display strong leadership characteristics to lead and manage the implementation of Government priority policies and programs relating to education within the country

20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	<ul style="list-style-type: none"> • Good management skills. • Leadership skills • Policy analysis skills • Good planning and report writing skills. • Research skills • Coordination skills • Networking skills and • 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.	Punctual, honest, active, cooperative, supportive, shows commitment and ability to work under pressure
20.8	Language "English , French and Bislama" is usual.	Bislama, English and French
21.1	Prepared in the Ministry by ...	Name John J. Garoleov 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. Rantec 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 OPSC Date 24/ 06/2014	