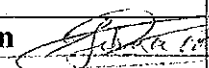


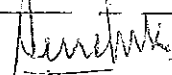

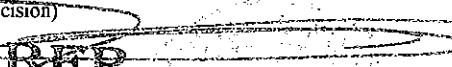
Public Service Commission Job Description Form

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	Principal Policy & Planning Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3102	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General . . . F Ps 5.6	
4	Ministry	Education	
5	Department	Policy and Planning Division	
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.	<ul style="list-style-type: none"> • Effectively manage the Planning and Policy Unit. • Coordinate, and facilitate the development of the Education Corporate plans, business plans, budget narrative, policies, progress reporting, regular updating of information, planning & reporting trainings and school registration processes. 	
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	Coordination of the development and reviewing of the Ministry of Education Corporate Plan, Business Plan, Budget narratives and policies.	9.1	<ul style="list-style-type: none"> • Corporate Plan completed by July each year • Business Plan completed by May every year • Budget Narrative Document completed by May every year • Policy development guideline reviewed twice a year <p>Need to check correct dates on the planning cycle</p>
8.2	Coordination, supervision and managing the Planning and Policy Unit annual work plan recurrent and project activities	9.2	<ul style="list-style-type: none"> • Policy and Planning Divisional annual work plan completed by end of December • Progress reports completed on monthly bases • Divisional Staff Appraisals finalized by June and December each year
8.3	Supervision and managing the Vanuatu Education and Management Information System and School Mapping Database.	9.3	<ul style="list-style-type: none"> • Vanuatu Education Management Information System is well maintained and updated • School locations are updated and mapped • Annual Statistical Digest developed annually • School Mapping Reports reviewed on three year base 2012, 2015 etc.
8.4	Supervising the management and the development of the Ministry of Education Monitoring and Evaluation Framework.	9.4	<ul style="list-style-type: none"> • Monitoring and Evaluation Framework completed by 2014 • Six months progress report on Council of Minister's Decision and MOE Projects of more than 10 million vatu compiled by March and September every year.
8.5	Management and coordination of MOE and Provincial staff trainings on development of plans and reporting	9.5	<ul style="list-style-type: none"> • Provincial Plans reviewed and updated by March every year • Reporting template reviewed annually • Planning template reviewed annually

8.6	Coordination and management of the school registration process.	9.6	<ul style="list-style-type: none"> • School Registry updated by January and June every year • Education Authority and School registered certificate printed and issued by March and September every year • Assessment reports on registered education authority and schools completed by March and September every year
8.7	Coordination of researches on educational policy and planning issues.	9.7	<ul style="list-style-type: none"> • Research reports compiled and documented annually
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	Take lead in the preparation, development and costing of the education sector corporate and business planning, and sub sector plans in order to support the effective development and review of the education system.		
10.2	Arranges and coordinates the preparation and conduct of the periodic corporate planning and review processes so as to facilitate effective allocation of priorities and corporate management of educational priorities and corporate management of educational planning and decision making.		
10.3	Analyses and evaluate policy proposals and options so as to support the effective development, implementation and review of education sector policies and corporate strategy.		
10.4	Take lead and facilitate development of Policy and Planning divisional work plan according to the Ministry of Education sector priorities with align resources.		
10.5	Manage and monitor effectively the performance of Planning and Policy Staff and the implementation of sectoral activities through existing monitoring systems and staff appraisals.		
10.6	Manage and maintains the education management information system incorporating education statistics, monitoring & evaluation framework and school mapping data and advises on its effective interpretation and use to senior education management and other education stakeholders.		
10.7	Manage and assist with the development of the Education Monitoring and Evaluation Framework.		
10.8	Facilitate and coordinate the monthly progress reports to senior management, donor pool partners and education stakeholders on the education sector priorities, COM decisions and major projects worth more than 10 million vatu within the education sector.		
10.9	Facilitate and coordinate the school registration process throughout Vanuatu and ensuing that the school registry is regularly updated and all Education Authorities and schools comply with the requirement as set out in the Education Act		
10.10	Develop and manages a range of research studies and surveys designed to supports and enable enhanced corporate and educational planning and decision-making.		
10.11	Plans and implements a range of information dissemination and consultative processes in order to foster effective community awareness, participation and ownership of government education policies and programs through documentation of reports, awareness and consultative meetings.		
10.12	Liaises, monitor and coordinate inputs from the other education stakeholders and donor pool partners on issues regarding education.		
10.13	Carries out other duties as directed by immediate Supervisor, the Senior Management and the Director General. Too many responsibilities. Need to avoid duplication of duties & responsibilities		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	Director, Policy and Planning Services.		Monitoring & Evaluation Officer, VEMIS Statistics Officer(s) Monitoring Officer

		School Mapping Officer Policy Development Officer Planning Officer
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Director General, Directors, Principal Education Officers, Principals and Head Teachers, Ministerial Advisors.	Other MoE officers Members of the Teaching Service.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	National Planning Office, Ministry of Finance, other government, donors and consulting advisors.	Various education boards and bodies within 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.	Strong impact on quality of corporate and educational planning and significant but indirect impact on long-term outcomes for the education system.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Intensive workload demands; likely frequent travel.
9	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)	Revision of existing job description.
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. Post-Graduate qualification desirable.
20.2	Special Business Education refers to the field of study that would be preferable	Educational Planning, Business Management, or relevant discipline.
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 of 5 years experience in a planning policy analysis or educational research environment; expertise in large-scale education administration.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Supervision skills Very good Planning & policy development skills Monitoring and evaluation skills Research skills Networking skills Coordination skills Strong interpersonal skills Computer literate
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker....	Analytical and practical
20.6	Communication/ Interpersonal Skills list the skills required of this position	Proficient listening, reading, and oral communication skills. Excellent written communication.
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	High degree of integrity, professional, diligent, punctual.
20.8	Language "English, French and Bislama" is usual.	French, Bislama and English.
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. Bonte Sign  Date 24/06/2014
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  Sign		Date 29/06/2014

LAURENT REP
 SECRETARY
 OPSC

