

## 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	<b>Job title</b>	<b>Senior Monitoring &amp; Evaluation Officer</b>	
2	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3103	
3	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for Director General . . .G So 5.0 PSC DECISION</b>	
4	<b>Ministry</b>	Education	
5	<b>Department</b>	Policy & Planning Services	
6	<b>Location</b> Where the position is located	Port Vila	
7	<b>Purpose</b> "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To Measure and Assess the performance of the Education system.	
8	<b>Key Result Areas</b>	9	<b>Key Performance Indicators</b>
8.1	Development of a Monitoring and Evaluation framework for the Ministry of Education	9.1	<ul style="list-style-type: none"> <li>Monitoring and evaluation framework established by end of 2014</li> </ul>
8.2	Development of level specific performance indicator consistent with MoE expectations	9.2	<ul style="list-style-type: none"> <li>SMART indicators are develop and use as part of plans to measure performance, progress, and achievement of the Ministry of Education (MoE)</li> </ul>
8.3	Effective development of monitoring and evaluation tools and systems of various services and policies within education	9.3	<ul style="list-style-type: none"> <li>Divisional reporting's are well coordinated</li> <li>Proper tools and systems are developed and use for internal, divisional and provincial reporting's</li> </ul>
8.4	Coordination of all MoE units to standardize all monitoring and evaluation practices.	9.4	<ul style="list-style-type: none"> <li>Standardize monitoring and evaluation tools are use</li> </ul>
8.5	Development, Implementation and Management of Monitoring and Evaluation plans at the ministry level	9.5	<ul style="list-style-type: none"> <li>Annual M&amp;E activities are competently carried out as planned</li> </ul>
8.6	Collaboration of development and updating of appropriate education data collection forms to facilitate planning and monitoring performances	9.6	<ul style="list-style-type: none"> <li>Work closely with VEMIS to ensure relevant data are collected for analysis of performances</li> </ul>
8.7	Effective carrying out of trend assessment to analyse the overall performance and monitor progress in implementing key education policies	9.7	<ul style="list-style-type: none"> <li>Projects, programs or policies are systematically and objectively assessed towards achieving an outcome.</li> <li>Assessment reports are approved</li> <li>Assessed projects, programs or policy results are incorporated into decision making processes</li> </ul>
8.8	Effective application of monitoring and evaluation tools and systems for the purposes of assessing the operational effectiveness of school programmes as well as programme implementations	9.8	<ul style="list-style-type: none"> <li>An established monitoring and evaluation systems is use from the central office to the provincial education offices, and the schools</li> </ul>
8.9	Productive coordination of report publications relating to MoE activities (Annual Reports and other periodic reports such as education for all (EFA) and ensure activities are properly documented and relevant information is disseminated.	9.9	<ul style="list-style-type: none"> <li>Annual report highlighting achievements against MoE corporate plan is produced and approved by DG on time.</li> <li>Country review report on the progress of EFA is produced, approved and submitted to UNESCO on time</li> </ul>
10	<b>Duties and responsibilities</b> 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	Planned, implement and manage Monitoring and Evaluation work plan (activities)		
10.2	Coordinate and facilitate the development and implementation of the Monitoring and Evaluation framework		
10.3	Carry out assessments on the effectiveness of programmes, and the effectiveness on the programme implementation		

10.4	Liaise with all divisional managers, provincial education officers and school heads to ensure relevant standardize monitoring tools and systems are adhere to.	
10.5	Analyse and produce evaluation reports, against the performance indicators as specified in the MoE corporate plan output matrix	
10.6	Coordinate and facilitate all progress reporting's of the activity managers, the divisional managers, and the provincial managers	
10.7	Coordinate and facilitate collection of information, analysis and production of the Ministry of Education Annual Report	
10.8	Conduct specific assessments researches to analyse impact of project, programs and educational policies	
10.9	Coordinate and facilitate information collection and analysis and the production of the Education For All (EFA) review reports to UNESCO	
10.10	Deliver planning and budgeting training to divisional managers and provincial education officers	
10.11	Deliver trainings to divisional managers, provincial education officers, and school heads on the Vanuatu Education Management Information System (VEMIS)	
10.12	Work closely with PEO planning to deliver other planned trainings where necessary	
10.13	Coordinate and arrange for M&E workshops and trainings within the Ministry	
10.14	Any other duties as reasonably requested by supervisor, Director or the Director General.	
11	<b>Reports directly to</b>	12 <b>Directly supervises</b>
	PEO Planning & Policy	Monitoring Officer
13	<b>Frequent Internal Personal Contacts with...</b>	14 <b>Occasional Internal Personal Contacts with...</b>
	Director General, Directors, PEO Planning & all PEO officers, Ministerial Advisors, MoE officers, Technical Advisors.	Provincial Education Officers, heads of other divisions, school principals, head teachers.
15	<b>Frequent External Personal Contacts with...</b>	16 <b>Occasional External Personal Contacts with...</b>
	M&E unit PMO, Other government ministries and departments, Donor agencies, UN agencies (UNESCO) and consulting advisors.	Provincial Education Officers, heads of other divisions, school principals, head teachers.
17	<b>Impact of Decisions</b>	Quality of national educational planning, policy development and project management. Impact on implementation of Government education and decentralisation policies.
18	<b>Special Conditions</b>	Frequent, unplanned, intensive workload variations due to demands of Government ministries, donors and the private sector.
19	<b>Reason for Seeking Approval</b>	Review of the existing task under this post.
20	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b>	
20.1	<b>Qualification</b>	Degree
20.2	<b>Special Business Education</b>	Public policy, Statistics, Economics or related discipline. Formal training in planning would be an advantage.
20.3	<b>Experience</b>	5 years experience in research, planning, survey work and/or monitoring or related work.
20.4	<b>Special Skills</b>	Research and survey skills, computer skills, analytical skills, report writing and communication skills.
20.5	<b>Thinking style</b>	Analytical and practical thinker. Forward thinking.
20.6	<b>Communication/ Interpersonal Skills</b>	Good listening, writing, reading, and oral communication skills
20.7	<b>Behavioural Competencies</b>	A mature personality, cooperative and able to work effectively in a team. Reliable and trustworthy.
20.8	<b>Language</b>	French, Bislama and English.
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by</b>	Name John J. Garoleo <b>Sign</b> Date 02/ 06 /2014
21.2	<b>Certified by or for the DG</b>	Name Jesse Dick Joe <b>Sign</b> Date 02/ 06 /2014

21.3	Checked by OPSC	Name <u>L. Roules</u>	Sign <u>[Signature]</u>
21.4	DECISION OF PUBLIC SERVICE COMMISSION  Decision: <u>Approved</u> or Deferred or Amended      Date of Decision: <u>27/06/2014</u> (Circle the appropriate Decision) Name <u>LAURENT REP</u> Sign <u>[Signature]</u> Date <u>27/06</u> /2014 SECRETARY OPSC		