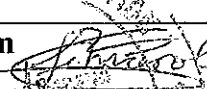
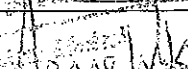
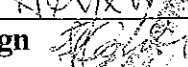


Public Service Commission Job Description Form

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	Monitoring Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3104	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General ... G So 5.0	
4	Ministry	Education	
5	Department	Policy and Planning Services	
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 develop, implement and manage information and its collection processes and frameworks to enable effective analysis and evaluation of progress and outcomes of the Vanuatu Education System and programmes.	
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	Development and Implement of monitoring and evaluation policy and activities at the ministry/departmental level.	9.1	Monitoring activities completely implemented as planned.
8.2	Development of a Monitoring and Evaluation framework and procedures for the Ministry of Education.	9.2	Monitoring and Evaluation framework and procedures are established.
8.3	Coordination of the implementation of the Monitoring and Evaluation framework and procedures at the ministry and departmental level.	9.3	Proper tools and procedures are developed for reporting progress of education activities / projects. Staffs of the MoE are producing reports on Education programmes/activities using the approved reporting format.
8.4	Effective and sustainable coordination and management of monitoring framework and procedures at the departmental/ministry level.	9.4	Monitoring procedures and framework are reviewed and updated annually.
8.5	Effective coordination, facilitation and development of progress reports on education programmes/projects to inform senior management and donor partners on progress made.	9.5	Progress reports on education programmes or activities are produced on a monthly basis and submitted to the MoE senior management & donor partners in a timely manner.
8.6	Coordination and facilitation of steering committee meetings between the MoE management and pool partners.	9.6	Detailed information and meeting documents are sent or made available to both the MoE Senior Management and Donor Partners in advance before the meeting.
8.7	Effective coordination and facilitation of data collection on the ministry's	9.7	Bi-annual reports on the ministry's programmes/projects or activities are produced

	programmes/project or activities to be utilized in the government's annual development report.		and submitted to M&E Unit at PMO on a timely manner.
8.8	Effective coordination processes to develop profiles and completion reports on funded projects.	9.8	Profile for all funded projects are produced and forwarded to MoE's finance unit on a timely manner and also held in file. Completion Reports for funded projects are produced and reported to M&E Unit at PMO, and also held in file.
8.9	Coordination and facilitation of research activities that are of interest to respective units within the MoE.	9.9	Research activities are competently carried out as planned.
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	Facilitate the planning, implementation and management of monitoring activities.		
10.2	Work closely with M&E Officer on coordinating inputs to develop the monitoring and evaluation (M&E) framework and procedures for the education programmes/activities.		
10.3	Monitor, facilitate and coordinate the use of the monitoring framework in presenting reports on education programmes/activities at the department and ministry level.		
10.4	Coordinate and facilitate data collection from education managers concerning work progress of planned programmes/projects/activities at the department and ministry level for the development of progress reports.		
10.5	Produce six-monthly monitoring and evaluation reports on education projects worth 10 > million VT; and on work progress of MoE's COM Decisions.		
10.6	Provide and/or submit the six-monthly monitoring and evaluation reports on education projects of 10 > million and MoE COM Decisions to the M&E Unit at the Prime Ministers Office; and also to the Director General and Directors of MoE.		
10.7	Coordinate, facilitate and produce monthly summary progress reports, to inform donors and senior MoE management on the progress of donor funded activities and recurrent activities.		
10.8	Facilitate and coordinating steering committee meetings between donor pool partners and MoE senior management.		
10.9	Work in collaboration with the M&E officer of the ministry and other M&E officers from line ministries/departments and education stakeholders to share information on monitoring issues and developments.		
10.10	Attend M&E workshops and/or Trainings to collate information on monitoring aspects, framework/procedures that are and/or will be applicable to Vanuatu's Education System.		
10.11	Work closely with M&E Officer and PEO Planning to organize and facilitate M&E and other planning workshops or trainings at the provincial, department and/or ministry level when necessary.		
10.12	Assist M&E Officer and PEO Planning with the planning and budgeting exercises for the ministry.		
10.13	Produce a profile (project profile) for all funded projects and forward the profiles to MoE's finance unit.		
10.14	Coordinate completion reports for funded projects/activities by working in collaboration with project/activity managers.		
10.15	Work closely with respective units within the MoE to carry out research activities.		
10.16	Carry out other duties and responsibilities assigned by the immediate senior officer(s); Supervisor; the Director and Director General.		

11	Reports directly to Title of Post and Level only PEO Education Policy & Planning	12	Directly supervises Title of Posts and level if any
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry) Director General, Directors, Ministerial Advisors, Staff of the Department, Advisors	14	Occasional Internal Personal Contacts with... School principals, head teachers, Provincial Education Officers, Head of other divisions
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community) Other government ministries and departments, Donor agencies and consulting advisors	16	Occasional External Personal Contacts with... Other Education stakeholders and NGOs.
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.		Quality of educational planning, policy development and project management.
8	Special Conditions e.g. if unusual work hours, equipment or travel is required.		Air – conditioned office environment, frequent, unplanned, intensive workload variations due to demands of Government ministries, donors and the private sector.
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
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...		Formal education attainment: Degree in Education,
20.2	Special Business Education refers to the field of study that would be preferable		Geography, Sociology or Economics
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 experience in Research, Survey work and monitoring or related work, reliable and trustworthy.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc		Research and Survey skills, Computer skills, analytical skills, report writing and communication skills
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.		A well mature personality, always cooperative with other team members and to work as a team
20.8	Language "English, French and Bislama" is usual.		French, English, 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. Ranta Sign 	Date 27/ 6 /2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION		

Decision: Approved or Deferred or Amended

Date of Decision:

(Circle the appropriate Decision)

~~LAURENT REP~~

Name

Sign

Date 27/06/2014

~~SECRETARY~~

OPSC

