
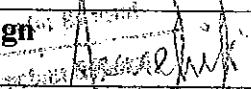

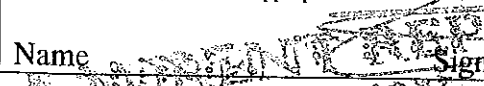


Public Service Commission Job Description Form

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	SEO VEMIS Officers		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3106		
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General ... G So 5.0		
		PSC DECISION		
4	Ministry	Education		
5	Department	Policy and Planning Services		
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.	To support the research and database management function for the Ministry of Education by collecting, analysing, tabulating and distributing technical data from diverse sources for the Minister, Ministry staffs, other agencies and ministries, and the general public		
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	Supervision and Coordination of Data Collection	9.1	Survey is updated, printed and distributed to all schools	
8.2	Supervision of VEMIS survey data validation	9.2	School data were checked and selected in VEMIS and visited for data validation	
8.3	Supervision of VEMIS data entry	9.3	VEMIS survey is entered into VEMIS	
8.4	Coordination of the dissemination of education data	8.4	Statistics key findings and reports are disseminated to the schools and communities	
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	Supervising and operating systematic procedures for the regular collection and analysis of statistical and mapping general data on all aspects of the education system. Update and coordinate the whole process and logistics of VEMIS data collection. Ensure that budget is made available for the data collection.			
2	Assisting in updating primary and secondary schools teachers posting, school location and resource map information. Coordinate the whole process of checking and validating the VEMIS data before final recording into VEMIS. That involves the logistic preparation of undertaking the school validation work.			
10.3	Preparing analysis and projection of demographic data, school enrolments, and teacher's supply and demand estimates. Ensure that data entry is done on time and provide regular update on the data entry process.			
10.4	Working and liaising with other divisions and sections in the Ministry of Education in data collection and analysis on formal and informal Education. Prepare the logistic requirements to disseminate the key findings of VEMIS data per reference years and to coordinate the distribution of the statistical report to the schools, stakeholders and communities.			
10.5	Reporting periodically on educational and general data, preparing a comprehensive annual statistical digest for the Ministry of Education.			
10.6	Preparing statistical and general information on the education and training system for inclusion in project Proposals and related documents.			
10.7	Reporting periodically on educational and general data, preparing mapping reports for the Ministry of Education.			
10.8	Other duties as directed by the Director General.			
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any	

	PEO, Education Planning & Policy (P17-P19)	None.
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Director General, Directors, Provincial Education Officers, Principals, Head teachers, Ministerial Advisers	All officers of the Department of Education
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	National Statistics Office, Ministry of Finance, other governments, donors and consulting advisers.	Other Government Ministries and Departments
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 education 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.
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. Amalgamates the duties of two separate posts in 2001 Ministry structure.
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
20.2	Special Business Education refers to the field of study that would be preferable	Educational Planning, Statistics or equivalent.
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 3 years experience in planning, policy analysis or educational research environment
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Statistical expertise; strong interpersonal 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.	High 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. Bante 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  Sign Date 27/6/2014	

SECRETARY
OPSC