


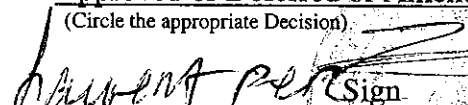


Public Service Commission Job Description Form

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	School Mapping Officer		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3107		
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General . . . H Os 4.3 PSC DECISION		
4	Ministry	Education		
5	Department	Policy & 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.	Operating systematic procedures for regular collection, storage, analysis, preparing and reporting periodically on statistical and mapping general data on the 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	Collection of statistical and mapping data on education	9.1	School management process recorded in the Education Management Information system (VEMIS)	
8.2	Analysis of statistical and mapping data on education	9.2	Workbook analysis recorded in the Education Management Information system (VEMIS)	
8.3	Provide timely data, performance indicators and analysis report to stake holders when required	9.3	Analysis workbook available within the Management Information system (VEMIS)	
8.4	Compilation of Annual statistical digest Compilation of Three Yearly School Mapping Report (to commence in 2010)	9.4	Outcome VEMIS indicators for each VESS, EFA, MDG and NPI Goals. Relevance Key Indicators and School Mapping report to drive decisions and discussions.	
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.			
10.2	Assisting in updating primary and secondary schools teachers posting, school location and resource map information.			
10.3	Preparing analysis and projection of demographic data, school enrolments, and teacher's supply and demand estimates.			
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.			
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	Providing MoE data to support other regional and international database programmes (UIS, PRISM, MICS, etc....)			
10.8	Assisting in the preparations of VEMIS Monitoring and Advisory Committee meetings (VMAC)			
10.9	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 Policy & Planning		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.....		Listening, writing, reading, oral communication skills
20.6	Communication/ Interpersonal Skills list the skills required of this position		Honest and hard working. Good team member
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. Rantes	Sign 
		Date 01/ 7/2014	
21.4	DECISION OF PUBLIC SERVICE COMMISSION		
	Decision: Approved or Deferred or Amended (Circle the appropriate Decision) Date of Decision:		
	Name  Sign _____ Date 27/07/2014		