

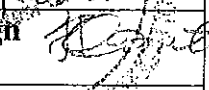
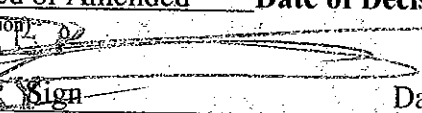


## Public Service Commission Job Description Form

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.

<b>1</b>	<b>Job title</b>	<b>POLICY DEVELOPMENT OFFICER</b>	
<b>2</b>	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	<b>3108</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for Director General . . .G So 5.0</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Policy &amp; Planning Services</b>	
<b>6</b>	<b>Location</b> Where the position is located	<b>Port Vila</b>	
<b>7</b>	<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 ensure that the Ministry has access to high level policy advice, and the capacity to plan, monitor and evaluate effective educational strategies in implementing government policy on education.	
<b>8</b>	<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>8.1</b>	Provide technical support in the development of Education policies	<b>9.1</b>	Develop a policy framework for all policy developers in the Ministry of Education.
<b>8.2</b>	Work together with Planners to coordinate planning and implementation processes.	<b>9.2</b>	Develop a performance management framework for the Ministry. Monitor and Evaluate the effectiveness of Corporate strategies against goals and objectives.
<b>8.3</b>	Undertake consultation meetings prior to a new initiative of policy development	<b>9.3</b>	Prepare consultation meeting approaches to initially discuss key areas prior to particular policy development.
<b>8.4</b>	Work closely with Planners to develop efficient implementation plans prior to key activities integrated in the policies	<b>9.4</b>	Develop an effective implementation plan to achieve important targets of the policies
<b>8.1</b>	Development and reviewing of the Ministry of Education Corporate Plan, Business Plan, Budget narratives and policies.	<b>9.1</b>	<ul style="list-style-type: none"> <li>• Corporate Plan completed by December each year</li> <li>• Business Plan completed by May every year</li> <li>• Budget Narrative Document completed by May every year</li> <li>• Policy development guideline reviewed twice a year</li> </ul>
<b>8.2</b>	Management of the Planning and Policy Unit annual work plan recurrent and project activities	<b>9.2</b>	<ul style="list-style-type: none"> <li>• Policy and Planning Divisional annual work plan completed by end of December</li> <li>• Progress reports completed on monthly bases</li> <li>• Divisional Staff Appraisals finalized by June and December each year</li> </ul>
<b>8.3</b>	Management of the Vanuatu Education and Management Information System and School Mapping Database.	<b>9.3</b>	<ul style="list-style-type: none"> <li>• Vanuatu Education Management Information System is well maintained and updated</li> <li>• School locations are updated and mapped</li> <li>• Annual Statistical Digest developed annually</li> <li>• School Mapping Reports reviewed on three year base 2012, 2015 etc.</li> </ul>
<b>8.4</b>	Supervising the management and the development of the Ministry of	<b>9.4</b>	<ul style="list-style-type: none"> <li>• Monitoring and Evaluation Framework completed by 2014</li> </ul>

	Education Monitoring and Evaluation Framework.		<ul style="list-style-type: none"> <li>• 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.</li> </ul>
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"> <li>• Provincial Plans reviewed and updated by March every year</li> <li>• Reporting template reviewed annually</li> <li>• Planning template reviewed annually</li> </ul>
8.6	Effective registration process of school.	9.6	<ul style="list-style-type: none"> <li>• School Registry updated by January and June every year</li> <li>• Education Authority and School registered certificate printed and issued by March and September every year</li> <li>• Assessment reports on registered education authority and schools completed by March and September every year</li> </ul>
8.7	Coordination of researches on educational policy and planning issues.	9.7	<ul style="list-style-type: none"> <li>• Research reports compiled and documented annually</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	Provide policy advice on complex and/or emerging issues in education.		
10.2	Manage and coordinate the Ministry's policy research and development processes, including inputs from the technical and further and distance education sectors and other stakeholders.		
10.3	Develop and implement an ongoing process of policy review.		
10.4	Coordinate the Ministry's annual planning processes, including the development and implementation of effective strategies in all key result areas.		
10.5	Assist the PEO Education Policy & Planning to develop a performance management framework for the Ministry, and monitor and evaluate the effectiveness of corporate strategies against goals and objectives.		
10.6	Assist the PEO Education Policy & Planning to prepare annual report and other documents and reports as required by the Director Corporate Services.		
10.7	Carry out other duties as directed by the Director Corporate Services.		
	<b>Reports directly to</b> Title of Post and Level only	12	<b>Directly supervises</b> Title of Posts and level if any
	PEO Education, Policy & Planning.		None.
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14	<b>Occasional Internal Personal Contacts with...</b>
	Directors Other MoE managers and senior officers.		Director General, Provincial Education Boards.
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16	<b>Occasional External Personal Contacts with...</b>
	State Law Office Policy Analysts in other Ministries		Secretary, TSC Member of the Teaching Service Commission
17	<b>Impact of Decisions</b> (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.		Impact of work will directly affect the strategic directions of the Ministry.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.		None.
19	<b>Reason for Seeking Approval</b> (e.g.; Routine Revision of		New post.

	Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	
<b>20</b>	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b>	
	(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.)	
<b>20.1</b>	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	Degree or Diploma
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable	Policy development, statistical analysis or equivalent.
<b>20.3</b>	<b>Experience</b> 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	3 years experience in policy development, statistical research and analysis, preferably in education.  Ability to analyse statistical and other data from a range of sources and in a variety of formats.
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Analytical and research skills. High level written skills. Policy development skills Computer literate
<b>20.5</b>	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical and practical thinker
<b>20.6</b>	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Listening, writing, reading, oral communication skills
<b>20.7</b>	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Honesty and highly respected in Education field.
<b>20.8</b>	<b>Language</b> "English , French and Bislama" is usual.	French or Bislama and English.
<b>20.9</b>		
<b>21</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
<b>21.1</b>	<b>Prepared in the Ministry by ...</b>	Name John J. Garleo Sign  Date 02/ 06 /2014
<b>21.2</b>	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign  Date 02/ 06 /2014
<b>21.3</b>	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Rante Sign  Date 1 /2014
<b>21.4</b>	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: .....	
	(Circle the appropriate Decision)	
	Name <u>SECRETARY</u> Sign  Date <u>27/06/2014</u>	

OPSC