

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	Planning Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3109	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General... G So5.0	
4	Ministry	Education	
5	Department	Policy & 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 collect a range of periodic information on educational projects. To develop plans to enable effective monitoring of progress and measurement of outcomes	
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 reviewing of the Ministry of Education Corporate Plan, Business Plan, Budget narratives and policies.	9.1	<ul style="list-style-type: none"> • Corporate Plan completed by December each year • Business Plan completed by May every year • Budget Narrative Document completed by May every year • Policy development guideline reviewed twice a year
8.2	Management of the Planning and Policy Unit annual work plan recurrent and project activities	9.2	<ul style="list-style-type: none"> • Policy and Planning Divisional annual work plan completed by end of December • Progress reports completed on monthly bases • Divisional Staff Appraisals finalized by June and December each year
8.3	Management of the Vanuatu Education and Management Information System and School Mapping Database.	9.3	<ul style="list-style-type: none"> • Vanuatu Education Management Information System is well maintained and updated • School locations are updated and mapped • Annual Statistical Digest developed annually • School Mapping Reports reviewed on three year base 2012, 2015 etc.
8.4	.	9.4	•
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"> • Provincial Plans reviewed and updated by March every year • Reporting template reviewed annually • Planning template reviewed annually
8.6	Effective registration process of school.	9.6	<ul style="list-style-type: none"> • School Registry updated by January and June every year • Education Authority and School registered certificate printed and issued by March and September every year • Assessment reports on registered education

			authority and schools completed by March and September every year
8.1	Administer Planning functions	9.1	Provide quarterly report on <ul style="list-style-type: none"> • Regular collection and analysis of statistical and general data. • Statistical digest • Annual plans & Corporate Plans
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	To supervise and operate systematic procedures for the regular collection and analysis of statistical and general data on all aspects of the education and training system.		
10.2	To over-see the efficient operation and periodic updating of education data/management information system.		
10.3	To report periodically on educational and general data, and prepare a comprehensive annual statistical digest for the Ministry of Education.		
10.4	To develop and maintain operation of the Ministry's information management system.		
10.5	To develop annual plans in line with the Ministry corporate plans and education legislation and policies.		
10.6	To assist, supervise and monitor the implementation of school projects and to ensure that outputs reflect project objectives and meet Education needs.		
10.7	To carry out and to report on analytical surveys and research studies on all aspects of education and training.		
10.8	To supervise, prepare and periodically update school locations and resource map information and produce a school mapping document which includes distribution.		
10.9	To assume all 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		
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Provincial staff, Division of Policy, Planning and Implementation.		Other MoE officers
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	Provincial Education Board, Schools		
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.	Improved quality of education planning in line with the Government and MOE policy	
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Variable working hours, frequent travel and overtime	
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 MOE is strengthening the provincial structure in line with Government policy.	
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...	Degree	
20.2	Special Business Education refers to the field of study that	Statistics, computer studies and/or degree in	

	would be preferable	geography, demography or related discipline.
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 year experience in data analysis in a substantial project environment ; experience in school or educational mapping ; research and survey experience ; exposure to planning and evaluation in a medium scale education system.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Computer Literate, statistical expertise. Competent in project design, research and survey skills. High level planning 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.	Ethical, hard working, committed, ready to travel and work overtime
20.8	Language "English , French and Bislama" is usual.	English, French and Bislama
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 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) LAURENT REP Name _____ Sign _____ Date 29/06/2014 SECRETARY OPSC	

