	Public Service Commission Job Description Form					
	Ministry to prepare and request Approval by the Pub	lic Servi	ce Con	nmission Plassa contact the Performance Immanual III to 0, 65 c.t.		
1	office of the Public Service Commission if you need Job title	helping completing this form. 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	Edu	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 of outcomes or outputs for which the post/role is responsible.	areas	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 Pla Business Plan, Budget narratives and policies.	an, d	 Business Plan completed by May every year Budget Narrative Document completed by May every year Policy development guideline reviewed twice 			
8.2	Management of the Planning and Policy Unit annual work plan recurrent and project activities		9.2	 a year 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	 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. 		
8.5	Management and coordination of MG		9.4	•		
<u> </u>	Management and coordination of MOE and Provincial staff trainings on development of plans and reporting		9.5	 Provincial Plans reviewed and updated by March every year Reporting template reviewed annually Planning template reviewed annually 		
8.6	Effective registration process of scho	ol.	9.6	 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 		

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diploma, degree 20.2 Section 10 diploma degree	20.1	2						
20.2 Special Business Education refers to the field of study that Statistics, computer studies and/or degree in		dipioma, degree						
, sompator statics and or degree in	<i>2</i> 0.2	Special Business Education refers to the field of st	udy that	Statistics, computer studies and/or degree in				
				pater statios 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	5-10 year experience in data analysis in a			
	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	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	Ethical, hard working, committed, ready to			
	or characteristics needed for the position.	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	Name Jesse Dick Joe/Sign			
	Corporate Plan, and is required.	Date 02/06/2014			
21.3	Checked by OPSC for completeness and consistency; check	Name L. Ranges Sign			
	structure; confirm Level and Post Number (job evaluation process).	Date24/ 6/2014 \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \			
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: Approved or Deferred or Amended Date of Decision:				
	(Circle the appropriate Decision)				
	LAURENT REF				
	Name	Date 23/66 /2014			

OPSC