

## 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 help completing this form.

<b>1</b>	<b>Job title</b>	<b>Project 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>3112</b>		
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Level suggested for by Director General. . . I As 3.0</b>		
<b>4</b>	<b>Ministry</b>	<b>Education</b>		
<b>5</b>	<b>Department</b>	<b>Education</b>		
<b>6</b>	<b>Location</b> Where the position is located	<b>Policy, Planning &amp; Development.</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 implement a range of substantial policy initiatives and project including infrastructure development, training and curriculum projects in order to support effective delivery of Government and strengthen of the Vanuatu Education System.		
<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>	Manage and control recurrent and Donor Funded Project	<b>9.1</b>	Recurrent and Donor Funded Project is coordinated	
<b>8.2</b>	Effective Liaising with Donor and other key stakeholders on major MoE policy initiatives	<b>9.2</b>	Donor and other key stakeholders are liaised with on major MoE policy initiatives	
<b>8.3</b>	Implementation of all project proposal	<b>9.3</b>	All project implementation are supervised and progress report provide regularly	
<b>8.4</b>	Development and management of training on project	<b>9.4</b>	Training on project are provided	
<b>8.5</b>	Monitoring of project implementation	<b>9.5</b>	Implementation of the project is monitored	
<b>8.6</b>	Development of Annual plan and budget	<b>9.6</b>	<ul style="list-style-type: none"> <li>• Annual plan and WPDP is completed by December each year</li> <li>• Budget of the Project Unit is provided</li> </ul>	
<b>10</b>	<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.			
<b>10.1</b>	Manage the recurrent and Donor Funded Project to enhance policy objectives achievement			
<b>10.2</b>	Liaise with Donor and other key stakeholders on major MoE policy initiatives			
<b>10.3</b>	Manage all project proposal implementation			
<b>10.4</b>	Assists Arranges for training of MOE Principals, Provincial Education Officers and others in projects design including the preparation of training manuals.			
<b>10.5</b>	Assist in monitoring and controlling the implementation of project to ensure projects outputs reflects project objectives and contract commitments.			
<b>10.6</b>	Develop annual plan and the work performance and development for the Project Unit			
<b>10.7</b>	Assist in the development of the unit budget development is adequately develop and control			
<b>10.8</b>	Supervises the preparation of tender specifications and documents and conducts important contact negotiations in order to ensure selection of competent contracts.			

10.9	Assist and advises the Director and Senior management on project status and prepares and disseminates regular project status reports.	
10.10	Assist in coordinating the preparation of important legislation necessary for the progression of important policy initiatives for the development of Education System.	
10.11	Assist in liaising with donor funding agencies in relation to projects design, funding and scheduling.	
10.12	Carry out other activities as directed by the Director Policy and Planning and Director General	
11	<b>Reports directly to</b> Title of Post and Level only	12 <b>Directly supervises</b> Title of Posts and level if any
	SEO Project Manager.	None
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14 <b>Occasional Internal Personal Contacts with...</b>
	PEO Policy and Planning	Directors, other division staff, provincial Education Officers and schools
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16 <b>Occasional External Personal Contacts with...</b>
	Other Government Departments and Ministries and the private sector	Major supplies and contractors, donor agencies and community bodies, Provincial Education Boards and Education Authority
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.	Direct impact on delivery of policy objectives, project technical outcomes and value for money requirements
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Well-ventilated office environment and intensive workload variations due to demands of Government ministries, donors and the private sector.
19	<b>Reason for Seeking Approval</b> (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)	Up-date and regrading of the post
20	<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.)	
.1	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	Degree
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Degree in project management, economics, business, law, education and project planning.
20.3	<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 a substantial projects environment including exposure to modern project management disciplines, system and processes.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Computing skills, planning and coordinating skills, project management skills, communication skills and competent in MS Projects or similar software.
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....	Practical and analytical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Proficient listening, reading, and oral communication skills. Excellent written communication.

20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	High degree of integrity, professional, diligent, punctual.
20.8	<b>Language</b> "English, French and Bislama" is usual.	French, Bislama and English.
20.9		
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garoleo Sign <i>[Signature]</i> Date 02/06/2014
21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign <i>[Signature]</i> Date 02/06/2014
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name <i>[Signature]</i> Sign <i>[Signature]</i> Date 24/6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
	Decision: <u>Approved</u> or <del>Deferred</del> or Amended Date of Decision: .....	
	(Circle the appropriate Decision)	
	Name <b>LAURENT REP</b> Sign <i>[Signature]</i> <b>SECRETARY</b>	Date 27/06/2014

OPSC