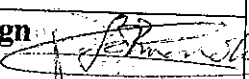
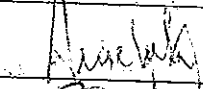
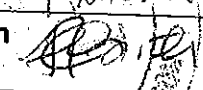
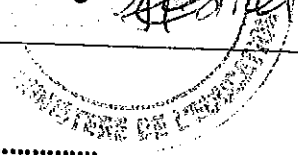


## Public Service Commission Job Description Form

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>Research 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>3116-3117</b>		
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for Director General.....H Os 4.0</b>		
<b>4</b>	<b>Ministry</b>	<b>Education</b>		
<b>5</b>	<b>Department</b>	<b>Corporate 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.	<b>To conduct and implement research policy, plan and programs and activities within the Ministry of Education.</b>		
<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>		<b>9.1</b>		
<b>8.2</b>	Development of Plan	<b>9.2</b>	<ul style="list-style-type: none"> <li>Annual plan completed by February each year.</li> <li>Work Performance and Development Plan coordinated and completed by January each year.</li> </ul>	
<b>8.3</b>	Development of Budget	<b>9.3</b>	Budget is implemented effectively	
<b>8.4</b>	Implementation of research Activities including policy development.	<b>9.4</b>	<ul style="list-style-type: none"> <li>Policy documents are thoroughly researched</li> <li>Research activities are executed</li> </ul>	
<b>8.5</b>	Implementation of Research Methodology, Data Analysis procedures and Presentation	<b>9.5</b>	<ul style="list-style-type: none"> <li>Research methodology developed</li> <li>Research Methods developed</li> <li>Research instruments developed</li> <li>Data analysis procedures developed</li> </ul>	
<b>6</b>	Reporting and Publication	<b>9.6</b>	Documents printed and publicised	
<b>8.7</b>	Management of Research Projects	<b>9.7</b>	<ul style="list-style-type: none"> <li>A clear research process or system is developed and managed</li> <li>Clear method of data collection is established</li> <li>Instruments are developed</li> <li>Pilot of research instrument carried out</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>	Assist in developing and implement research plans within the Ministry of Education.			
<b>10.2</b>	Carry out excellent research practice and quality research on issues across the service of the Ministry of Education, the provincial Education Board and school.			
<b>10.3</b>	Implement the research budget			
<b>10.4</b>	Prepare and evaluate sector and sub-sector research plans			

10.5	Carry out range of research studies and surveys designed to supports and enable enhanced corporate and educational planning and decision-making to improve the whole education system.	
10.6	Collect analysis and disseminate information on relevant policy and planning research projects proposal and activities	
10.7	Support research training procedures and processes for key officers within the MoE, PEB and Schools to improve education researches.	
10.8	Assist in identifying research priority needs and issues for the MoE and the sector in general and develops a comprehensive research agenda.	
10.9	Implements the research agenda and ensures smooth coordination where it relates to other stakeholders such as High Education Institutions and research institutions.	
10.10	Assist in providing relevant, timely, and high quality research advice to inform policy direction and planning	
10.11	Maintain a comprehensive research profile/database of all studies that have been conducted on the education sector and related areas	
10.12	Carries out other duties as directed by the Director General	
1	<b>Reports directly to</b> Title of Post and Level only	12 <b>Directly supervises</b> Title of Posts and level if any
	Principal Research Officer.	2 Research Officer
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14 <b>Occasional Internal Personal Contacts with...</b>
	Director General, Directors, Principal Education Officers, Principals and Head Teachers, Ministerial Advisors. Director, Principal Policy and Strategy Officer and Principal Information Management Officer for purpose of professional guidance, coordination, information exchange and consultation	Meets with senior level staff of higher institutions, public and private sector for consultation and professional guidance. Other MoE officers Members of the Teaching Service and other line ministries
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16 <b>Occasional External Personal Contacts with...</b>
	National Planning Office, Ministry of Finance, other government, donors and consulting advisors.	Various education boards and bodies within Vanuatu.
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.	Strong impact on quality of corporate and educational planning and significant but indirect impact on long-term outcomes for the education system.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Intensive workload demands; likely frequent travel.
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)	Revision of existing job description.
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.)	
20.1	<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	Education or Social Sciences preferably with a major in research or equivalent qualification.
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	Minimum 3 years related work experience with a successful track record of conducting and managing research.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Research skills, Planning skills, Report writing skills, Computer literate
20.5	<b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker.....	Computing skills, planning and coordinating skills
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  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  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 L. Rantes Sign  Date 24/6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
Decision: <u>Approved</u> or Deferred or Amended      Date of Decision: ..... (Circle the appropriate Decision)		
		
Name <b>LAURENT REP</b> <b>SECRETARY</b>		Date 29/06/2014
<b>OPSC</b>		