

**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	Senior National HRD Planning Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3119	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General... G So 5.0 Determined by the PSC...	
4	Ministry	Education	
5	Department	Policy & Planning	
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.	Plans, develops and implements a range of training and development initiatives and programs for both teaching staff and administrators so as to foster the strategic development of staff competencies and career opportunities consistent with Government objectives and the needs of the Vanuatu education system.	
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	Review of National Skills Development Strategy	9.1	The NSDS status, objective and the budget is reviewed and updated
8.2	Effective coordination and Development of National HRD Policy Framework	9.2	<ul style="list-style-type: none"> Line ministries staffing and capacity skill gaps identified and conducted and updated August 2014 Lines Ministries HRD Policy is produced by end of 2015 HRD Standard are developed by end of 2015 Line Ministries HRD Plan is developed by 2015 National HRD Policy completed by end of 2014 National HRD Strategic Plan completed by 2015
8.3	Development of HRD Unit planning and budget control	9.3	<ul style="list-style-type: none"> Annual plan and work performance and development completed by December each year HRD budget is reviewed and developed by May each year
8.4	Management of National Scholarships and training	9.4	<ul style="list-style-type: none"> HRD needs for the economy are identified and reported in the Strategic Plan review Scholarships are allocated based on the need of the economy by line ministries.

			<ul style="list-style-type: none"> • Links develop between training providers and employers
8.5	Development of National HRDIS Systems database	9.5	<ul style="list-style-type: none"> • 70 % of line ministries employees personal information is recorded and filed to support National HRD plan by end of 2015
8.6	Development of management action plan by mid-2015	9.6	<ul style="list-style-type: none"> • Management action plan developed, finalized and reported by end of 2015
8.7	Effective MoE Institutional Capacity Assessment	9.7	<ul style="list-style-type: none"> • Individual staff related cost completed by April of 2014 • Structure and Job Descriptions reviewed updated and completed by June 2014. • Staff are transferred from 2009 to 2014 structured by August 2014
8.8	Effective monitoring and management of performance MOE	9.8	<ul style="list-style-type: none"> • MoE Performance Assessment Policy completed by end of 2015 • 80% of MoE staff are appraised and assessed bi-annually by supervisors and HRD • 80% of KRA and KPI are achieved • Job Description are reviewed and up-dated • MoE staff performance are monitored and evaluated regularly to update training schedule database
10	<p>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.</p>		
10.1	Plans and conducts a range of training needs analyses addressing the competency requirements and present strengths of teachers in order to provide a sound basis for the development of training plans and programs, both in the provinces and at the headquarter		
10.2	Ensures training activities mainstream gender and equity policies		
10.3	Develops training strategies, plans and programs appropriate to the needs of the Ministries' and coordinates and guides their implementation.		
10.4	Monitors and evaluates the outcomes of training for the Ministry and maintains appropriate records.		
10.5	Manages the selection and contracting of specialist external trainers and monitors and evaluates their performance in delivering agreed training outcomes and value for money.		
10.6	Provides, or organise counterpart trainers where appropriate		
10.7	Arrange the design and development of special training course to meet the present skill needs of teachers and to develop them for future roles and to meet the objectives of the Ministries'.		
10.8	Provide a range of career path planning and advisory service for teachers and administrators.		
10.9	Provide a sound basis for human resource development planning by effective use of the HR management information system and identifying and communicating strategic HRD goals which reflects the emerging needs of the education system.		
10.10	Ensures effective funding and budget management of training and development programs by guiding staff development and planning and funds allocation and by securing adequate donor agency contributions.		

10.11	Develops a range of donor agency relationships appropriate to the training and development needs of the teaching staff including senior managers.	
10.12	Analyse and reports annually to the Director General and provides advice on future training needs	
10.13	Performs such 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 National & MoE HRD	
13	Frequent Internal Personal Contacts with...("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with... <i>National HRD Planning officer</i>
	Directors, Provincial Education Officers, Administrators and HRO Director General	
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Training consultancies and technical advisors and trainers, PSC, donors Training providers in country and overseas	
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.	Progressive availability of appropriately skilled staff for all levels within the teaching service and the administration: efficient use of training resources. Evaluation and re-design of programs
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Variable working hours and some travel
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. This position provides a range of corporate services to head office and provincial staff as well as provides advice to the TSC.
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 or diploma; post graduate qualification would be useful.
20.2	Special Business Education refers to the field of study that would be preferable	Human Resource Management 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	Minimum of three (3) years experience in professional training and development environment ideally related to a large scale education system.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Coordination Skill
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.	Honest and hard working. Good team member
20.8	Language "English , French and Bislama" is usual.	Bislama, English and French

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21.1	Prepared In the Ministry by ...	Name John J. Garoleo Sign <i>[Signature]</i> 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 <i>[Signature]</i> 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 <i>[Signature]</i> 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) Name <i>[Signature]</i> Sign Date 25/07/2014	

