

## 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.

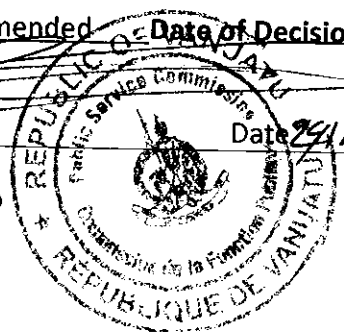
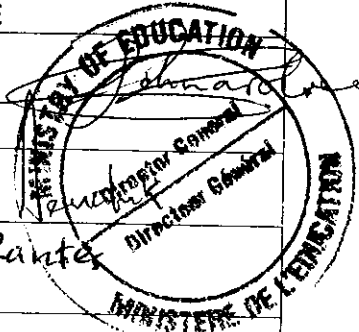
<b>1</b>	<b>Job title</b>	<b>Director of Education Services</b>	
<b>2</b>	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	<b>3300</b>	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by or for Director General ..... EL 1 7.3</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Education Services</b>	
<b>6</b>	<b>Location</b> Where the position is located	<b>Ministry of Education, Vila</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 guide, coordinate and monitor the development and implementation of all school based programs and policies under the Education Services.	
<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>	School administration, framework and procedures, Basic Education, Secondary Education, TVET in School, ECCE, Inclusive Education, Education in Emergency, Open Schooling Education, Examination and Assessment, SBM and National Curriculum policies within the Ministry are Develop	<b>9.1</b>	Policies developed and finalized and completed and reviewed by end 2014. These policy framework include: <ul style="list-style-type: none"> <li>• School administration policy framework and procedures</li> <li>• Basic Education policy framework</li> <li>• Secondary education policy framework</li> <li>• TVET in School policy framework</li> <li>• ECCE policy framework</li> <li>• Inclusive education policy framework</li> <li>• Education in Emergency framework policy</li> <li>• Open schooling education policy framework</li> <li>• Examination and assessment policy framework</li> <li>• School Base Management policy framework</li> <li>• National curriculum framework</li> </ul>
<b>8.2</b>	Directorate strategic, annual, WP&DP plans developed	<b>9.2</b>	<ul style="list-style-type: none"> <li>• All strategic plan for each policy implementation completed 2014</li> <li>• Annual plan Completed and compiled by December each year</li> </ul>

			<ul style="list-style-type: none"> <li>Work performance and development plan completed by June and December each year</li> </ul>
8.3	Well Budgeted Education Activities	9.3	Education Service Budget completed and submitted to Division of Finance and Administration
8.4	Decentralization of Educational services and Educational Administration to Provincial PEO, PEAB, School council and Committees	9.4	Awareness and instructions to PEO's and Education Authorities on increased local ownership and participation (Councils/Committees, SCA's, etc.)
8.5	Effective management of School Administrative resources	9.5	80% of Education and administrative resource
8.6	Effective management and administration of National Education Program and resources	9.6	90% of National Program administered and managed
8.7	Effective development of Education Service management procedures	9.7	Education Service, School Administration and National Education Program management procedures
8.8	Effective administration and management of School Base Management	9.8	90% of ZCAs, Principals, teachers and schools are assessed on their performance by end 2015
8.9	Administrative services reflect Education Services, school administration and National Education Program needs and resources limitation	9.9	Efficiency services are delivered
8.10	Staff development and management	9.10	Staff are monitored and assessed on their performance on 6 monthly basis
10	<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.		
10.1	<b>Policy Development</b> Supervise and coordinate the development, revision and implementation of education policies.		
10.2	<b>Planning Development</b> Coordinate the development and preparation of Annual Business Plan for the Policy and Planning Directorate in such a way that it encompasses all priority programs under the Directorate.		
10.3	<b>Budget Planning and Control</b> Coordinate the development of annual budget and facilitate the submission to the Ministerial Budget Committee.		
10.4	<b>Secondary Education/ Open Schooling administration and development</b> Coordinate the development and administration of Secondary Education and Open school within the National Education System		

<b>10.5</b>	<b>Primary Education Administration and development</b> Coordinate the development and the administration of the Primary Education with the National Education System	
<b>10.6</b>	<b>ECCE Administration and development</b> Coordinate the development and the administration of ECCE within the National Education System	
<b>10.7</b>	<b>TVET Administration and development</b> Coordinate the development and the administration of TVET in School within the National Education System	
<b>10.8</b>	<b>National Education Program</b> Coordinate all National Education Program administration within the National Educational System	
<b>10.9</b>	<b>Curriculum and Development</b> Coordinate the Curriculum Development and administration within the National Education System	
<b>10.10</b>	<b>Examination and Assessment</b> Coordinate the Examination and Assessment administration and development within the National Education system	
<b>10.11</b>	<b>School Improvement</b> Coordinate the administration and development of School Base Management to support ZCAs, Principals, teachers and school development within the National Education System	
<b>10.12</b>	<b>Staff Management</b> Provides overall management and supervision of all staff in the Division to ensure effective and efficient operations in terms of recruitment and training determinations, emoluments and staff general welfare.	
<b>10.13</b>	<b>Staff Performance Appraisal and Assessment</b> Monitor and assess the performance regularly of all staff of the directorate to ensure assigned tasks are carried out competently to improve education system and service delivery	
<b>10.14</b>	<b>Executive Team</b> As a key member of the Ministry's executive team, performs all functions and participates in all activities as required by the Director General.	
<b>10.15</b>	<b>Monthly Reporting</b> Reports and carry out any other responsibility as required by the Director General	
<b>11</b>	<b>Reports directly to</b> <small>Title of Post and Level only</small>	<b>12</b> <b>Directly supervises</b> <small>Title of Posts and level if any</small>
	Director General of Education	All staff Under the Education Services Structure
<b>13</b>	<b>Frequent Internal Personal Contacts with...</b> <small>("Internal" means within the Ministry)</small>	<b>14</b> <b>Occasional Internal Personal Contacts with...</b>
	Education Services Staff, DG and Directors	Minister, other Government DGs, Directors, NGOs and Donor partners
<b>15</b>	<b>Frequent External Personal Contacts with...</b> <small>("External" means other Ministries and the community)</small>	<b>16</b> <b>Occasional External Personal Contacts with...</b>
	Parents, teachers, private and public	General Public and the Media

	personnel	
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.	Improved Education Service delivery in the most economical and manageable manner
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Work overtime and undertake special assignments and occasional acting posts
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)	Revised Job Description in light of actual work performed
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...	Master's Degree or Bachelor's Degree with a minimum of 10 years' experience
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Education Administration and Management
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	5-10 years working experience in a management position either in a public or private institution.  Must have good knowledge issues and challenges within the Education sector and has the capability to lead and manage the implementation of Government priority policies and programs relating to Education Services.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	<ul style="list-style-type: none"> <li>• Leadership skills,</li> <li>• Good management skills.</li> <li>• Policy writing/development skills</li> <li>• Good planning and report writing skills.</li> <li>• Research skills</li> <li>• Negotiation skills</li> <li>• Liaison skills</li> <li>• Coordination skills</li> <li>• Computer literate</li> </ul>
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical, creative and practical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Good oral and written communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	<ul style="list-style-type: none"> <li>• Able to work with a team and be a team builder</li> <li>• Visionary,</li> <li>• Adaptable to environmental change,</li> <li>• Treat others with dignity &amp; respect,</li> <li>• reliable,</li> <li>• Honest,</li> <li>• Committed,</li> </ul>

		<ul style="list-style-type: none"> <li>• and</li> <li>• Punctual.</li> </ul>
20.8	<b>Language</b> "English, French and Bislama" is usual.	English or French
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).	Sign: <i>[Signature]</i> Name: L. Rante Date 24/ 6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
Decision: <u>Approved</u> or Deferred or Amended (Circle the appropriate Decision)		
Date of Decision: /.....		
Name <i>Laurent Rep</i> Sign		Date <i>24/ 06/2014</i>



**LAURENT REP  
SECRETARY  
OPSC**