

**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>Primary Education 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>3309</b>	
<b>3</b>	<b>Level Suggested by Ministry and determined by PSC</b>	<b>Suggested by the Director General ... H Os 4.3 Determined PSC...</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	Education Services	
<b>6</b>	<b>Location</b> Where the position is located	Ministry of Education	
<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 develop the national Primary education policy, procedures and plans and ensure effective administration and high standards of Primary education in the republic of Vanuatu.	
<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>	Develop and Coordinate the implement the plan of Primary Education National policy.	<b>9.1</b>	Primary Education National policy Implementation plan developed
<b>8.2</b>		<b>9.2</b>	
<b>8.3</b>	Coordinate the development and the implementation of school rules and policies.	<b>9.3</b>	Primary School rules and policies are updated, completed and implemented.
<b>8.4</b>	Coordinate learning and teaching programs to enrich and enhance quality student's performance.	<b>9.4</b>	Additional teaching and learning programs in place.
<b>8.5</b>	Provide support to primary schools that lack required curriculum materials and equipments.	<b>9.5</b>	Schools are adequately equipped with teaching and learning resources.
<b>8.6</b>	To support the Primary Education Coordinator in the preparation of budget and business plan.	<b>9.6</b>	Primary budget developed and aligned with the business plan.
<b>8.7</b>	Support in the management of school grants.	<b>9.7</b>	Primary school grants are well managed and regular reports are provided to finance Section.

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	Field of study in Management and Administration, or Education is preferred.
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	Experience in managing resources and planning is desirable. At least 3 years.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Drivers license preferred
20.5	<b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker.....	Analytical and practical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Good interpersonal and communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Good personality and team builder
20.8	<b>Language</b> "English, French and Bislama" is usual.	English or French and Bislama
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	Prepared in the Ministry by ...	Name John J. Casaleo 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 Jones 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).	Sign <i>[Signature]</i> Name L. Ravines Date 24/6/2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
	Decision: <u>Approved</u> or <u>Deferred</u> or <u>Amended</u> Date of Decision: .....	
	(Circle the appropriate Decision)	
	Name	Sign <i>[Signature]</i> Date 24/6/2014

**LAURENT REP  
SECRETARY  
OPSC**

