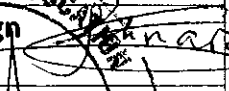
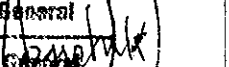

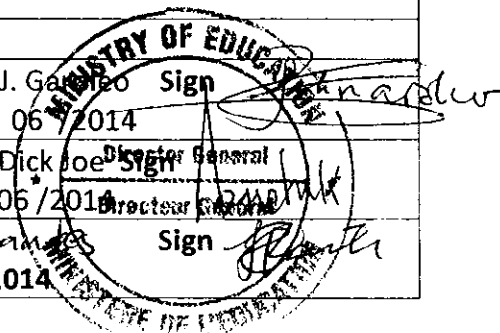


Public Service Commission Job Description Form

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	Gender Equity Officer		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3312		
3	Level Suggested by Ministry and determined by PSC	OS.4.0		
4	Ministry	Education		
5	Department	Education Service		
6	Location Where the position is located	Education Services, Ministry of Education		
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.	Implement and monitor the Gender Equity in Education Policy 2005-2015		
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	An effective gender equity implementation and monitoring system established.	9.1	Gender equity handbook published.	
8.2	Girls drop/push out rates reduced	9.2	Girls retention rates increased	
8.3	Career guidance and subject choice for both male and female provided.	9.3	Career Guidance Handbook developed	
8.4	Women's representation on committees including the TSC	9.4	Teaching Service Act No.15 of 1983 amended to include women.	
10	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.			
10.1	Train Key MOE Staff, Principals, Heads of Schools, Pre-school Coordinators, and ZCAs on gender equity matters.			
10.2	Prepare Gender Equity Handbook.			
10.3	Liaise with Curriculum Unit on the development of gender inclusive curricular.			
10.4	Monitor the development of gender inclusive curricular.			
10.5	Train women in Educational Leadership			
10.6	Advocate for the representation of women on key educational communities and increase pre-service training in teacher education.			
10.7	Prepare proposals to Donors for funding.			
10.8	Monitor gender equity progress on a three (3) year basis.			
10.9	Implement community gender equity awareness programme.			
10.10	Carry out other duties as directed by the Director			
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any	
	PEO, Education Services		N/A	
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...	

	PEO, Education Services, Policy and Planning Officers, etc	Personnel in Secondary, Primary, Pre-school, Administration sections, etc.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Ministry of Justice & Social Welfare, VNCW, VWC, National Statistics Office etc.	Wan Smol Bag, World Vision, USP, Disable Society etc.
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.	
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Training at Provincial level requires Provincial travelling.
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
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...	A Diploma or Bachelor in a relevant discipline.
20.2	Special Business Education refers to the field of study that would be preferable	Experience in statistical analysis and programme planning.
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	At least 3 years experience in report writing, training others, gender matters, proposal writing
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Computing, word processing, excel, power point and MS access.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	An analytical, practical and creative thinker.
20.6	Communication/ Interpersonal Skills list the skills required of this position	<ul style="list-style-type: none"> • Good oral and written skills • Listening skills • Able to relate from village to government level • Negotiation skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	<ul style="list-style-type: none"> • Well organized • Cultural sensitive • Self motivated • Able to work as part of a team.
20.8	Language "English, French and Bislama" is usual.	English, French and Bislama
20.9		
21		
21.1	Prepared in the Ministry by ...	Name John J. Gaudin Sign  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 Sign  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. Rando Sign  Date 21/6/2014



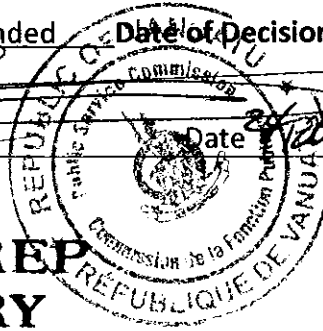
21.4 DECISION OF PUBLIC SERVICE COMMISSION

Decision: Approved or Deferred or Amended Date of Decision:
(Circle the appropriate Decision)

Name

Sign

Date 27/2/2014



**LAURENT REP
SECRETARY
OPSC**