

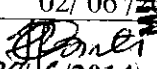
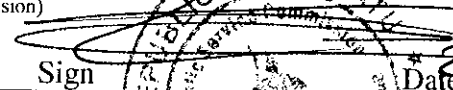


Public Service Commission Job Description Form

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	Secondary Education Coordinator	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3313	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General . . . G So 5.0 3313	
4	Ministry	Education	
5	Department	Education Services	
6	Location Where the position is located	Ministry of Education, 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.	To develop and manage the National Secondary Education policies, procedures, plans and to supervise, coordinate and ensure effective administration and high standards of secondary education in the Republic of Vanuatu.	
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	To develop, implement and review Secondary education Policy	9.1	A policy is in place to administer the Secondary education system
8.2	Develop Secondary education strategic plan including the business plan	9.2	All appropriate plans required are completed
8.3	To Budget the annual activities in the Business plan	9.3	Annual budget prepared and submitted on time
8.4	To ensure the effective administration and management of schools including school council and school community association	9.4	Administered the following: <ul style="list-style-type: none"> • School policy and procedures • School improvement plans • Good management strategies including budget • Good school organizational structure
8.5	Coordinate effective administration and management of PEB and EA and maintained a good working relationship between other education stakeholders.	9.5	<ul style="list-style-type: none"> • PEBs and EAs policy guidelines and procedure are in placed • PEBs and EAs plans and budgets are in placed
8.6	Provide and coordinate training for capacity building to province and schools	9.6	Regular training have been planned for and administered
8.7	Work in consultation with national Program Coordinator and other program providers (EAU, CDU, TSC, VITE etc..) for effective implementation of school programs.	9.7	School programmes are implemented in schools to enhance quality learning. <ul style="list-style-type: none"> • For better coordination of school based programme deliveries
8.8	Monitor and Evaluate National	9.8	Monitoring and evaluation tools are developed

	Secondary education program to produce reports.		and used. <ul style="list-style-type: none"> Produced monthly, quarterly and annual reports.
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	To develop, implement and review Secondary education Policy		
10.2	Develop Secondary education strategic plan including the business plan		
10.3	To Budget the annual activities in the Business plan		
	To ensure the effective administration and management of schools including school council and school community association		
10.4	Coordinate effective administration and management of PEB and EA and maintained a good working relationship between other education stakeholders.		
10.5	Encourage close working relationship between ZCAs, SIOs, SBM, School councils and School Heads		
10.6	Provide and coordinate training for capacity building to province and schools		
10.7	Work in consultation with national Program Coordinator and other program providers (EAU, CDU, TSC, VITE etc..) for effective implementation of school programs.		
10.8	Monitor and Evaluate National Secondary education program to produce reports.		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	Director Education Services		Senior Secondary education Officer
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Cabinet Advisors, DG, Director Corporate Services, Executive Secretaries, Other Coordinators and Staff within Education Service		Other Ministry of Education Officers, TSC Chairman and Secretary
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	PEOs, ZCAs, School Heads and Teachers, Director Youth Development and Training and Staff, UNICEF		Other Government Officers and other Donor Partners and Agencies, Parents and Communities
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.		Sustaining and improving the Secondary education System
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.		Travelling within and outside Vanuatu Work after hours when required
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)		Sustaining previous post while strengthening Education Services Division under new structure
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...		Diploma and Experience

		Degree will be desirable
20.2	Special Business Education refers to the field of study that would be preferable	Have extensive knowledge in Education Development in Vanuatu. Knowledge in curriculum will be an advantage
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 similar job but must possess skill in leadership
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Computer Literate
20.5	Thinking style e.g. an analytical thinker, a practical thinker, creative thinker.....	Analytical Thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Must be able to work with a dynamic and diverse group of people
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Cooperative, Team builder
20.8	Language "English, French and Bislama" is usual.	English or French and knowledge of the other
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garo 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 Joe Sign  Date 02/06/2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign  Name J. Rait 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 _____ Sign  Date 27/06/2014	

**LAURENT REP
SECRETARY
OPSC**

