

**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 Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3314	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General ... H Os 4.3 Determined PSC...H Os 4.3	
4	Ministry	Education	
5	Department	Education Services	
6	Location Where the position is located	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.	To develop the national Secondary education policy, procedures and plans 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	Develop and Coordinate the implement the plan of Secondary Education National policy.	9.1	Secondary Education National policy Implementation plan developed
8.2	Develop and coordinate the implementation plan of the Open Distance Learning Policy.	9.2	Open Distance Learning Policy Implementation Plan developed.
8.3	Coordinate the development and the implementation of school rules and policies.	9.3	Secondary School rules and policies are updated, completed and implemented.
8.4	Coordinate learning and teaching programs to enrich and enhance quality student's performance.	9.4	Additional teaching and learning programs in place.
8.5	Provide support to secondary schools that lack required curriculum materials and equipments.	9.5	Schools are adequately equipped with teaching and learning resources.
8.6	To support the Secondary Education Coordinator in the preparation of budget and business plan.	9.6	Secondary budget developed and aligned with the business plan.
8.7	Support in the management of school grants.	9.7	Secondary school grants are well managed and regular reports are provided to finance Section.

8.8	Monitor compliance to principal professional standards	9.8	60% of Principals comply with the Principal professional standards,
8.9	Develop secondary school minimum quality standards.	9.9	Secondary school minimum quality standards developed.
8.10	To support superiors in the management of Education Services and Secondary Education.	9.10	Support is provided to superiors.
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	Develop and Coordinate the implementation plan of the Secondary Education National policy.		
10.2	Develop and coordinate the implementation plan of the Open Distance Learning Policy.		
10.3	Coordinate the development and the implementation of school rules and policies.		
10.4	Coordinate learning and teaching programs to enrich and enhance quality student's performance.		
10.5	Provide support to secondary schools that lack required curriculum materials and equipment.		
10.6	To support the Secondary Education Coordinator in the preparation of budget and business plan.		
10.7	Support in the management of school grants.		
10.8	Monitor compliance to principal professional standards		
10.9	Develop secondary school minimum quality standards.		
10.10	To support superiors in the management of Education Services and Secondary Education.		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	Secondary School Coordinator and PEO Education Services		Nil
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Education Services Staff and PEOs		Other Ministry of Education Staff
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	School Principals, Teachers, PEOs and TSC		Other Directors and government officials
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.		To support the service deliveries to Secondary Schools and in particular the management within the Ministry of Education
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.		Overtime work when required and travel to outer islands and centres
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)		Strengthen the current 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...		Degree

20.2	Special Business Education refers to the field of study that would be preferable	Field of study in Management and Administration, or Education is preferred.
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	Experience in managing resources and planning is desirable. At least 3 years.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Drivers license preferred
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	Good interpersonal and communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Good personality and team builder
20.8	Language "English, French and Bislama" is usual.	English or French and Bislama
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Saroleo 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. R. Rentes Date 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended (Circle the appropriate Decision)	Date of Decision:
	Name <i>[Signature]</i> Sign	Date 24/06/2014

**LAURENT REP
SECRETARY
OPSC**

