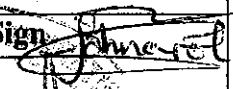
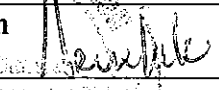

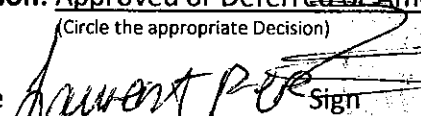


## Public Service Commission Job Description Form

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>	PEO Curriculum Officer	
<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.	3328	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	Suggest by Director General ....F Ps 5.6	
<b>4</b>	<b>Ministry</b>	Education	
<b>5</b>	<b>Department</b>	Education Services	
<b>6</b>	<b>Location</b> Where the position is located	Ministry of Education, Vila	
<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 oversee the supervision and coordinate the overall operations of the Curriculum Development Unit to ensure the Unit meets its ultimate goals and qualities required by the Ministry.	
<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>	Development and implementation of annual work plan	<b>9.1</b>	Work plan completed by end of May each year
<b>8.2</b>	Development of annual budget for recurrent activities and projects for CDC units	<b>9.2</b>	Annual Budget developed (Yes/No)
<b>8.3</b>	Effective management of the operational development of national curriculum implementation	<b>9.3</b>	Effective delivery of operational aspects of each unit
<b>8.4</b>	Effective management of staff and working outcomes	<b>9.4</b>	Outcomes of work plans are delivered
<b>8.5</b>	Policies development, implementation and evaluation	<b>9.5</b>	Curriculum Policies development completed and implemented successfully by end of 2014
<b>8.6</b>	Curriculum development and material are distributed / provided to Provincial education office and schools	<b>9.6</b>	Curriculum materials are evident in schools and school inventory records are accurate
<b>8.7</b>	Examinations and assessment is aligned with curriculum development	<b>9.7</b>	805 of the curriculum is examined and assessed by the Examination and assessment Unit
<b>8.8</b>	National, Regional and International curriculum standard is attained for equivalency	<b>9.8</b>	Recognition and equivalency approved by regional organisations
<b>8.9</b>	Effective training, monitoring and evaluation of curriculum and materials development and assessment	<b>9.9</b>	6 monthly report
<b>8.10</b>	Secretariat to National Curriculum and Assessment Board	<b>9.10</b>	NCAB decisions are implemented
<b>10</b>	<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.	
<b>10.1</b>	Managing the development of National Curriculum and associated policy.	
<b>10.2</b>	Provide regular advise to the Ministry and NEC on curriculum, assessment and associated issues	
<b>10.3</b>	Develop and manage annual budget for all CDU	
<b>10.4</b>	Effectively managed staff to ensure work priorities is achieved.	
<b>10.5</b>	Develop and maintain an annual business plan	
<b>10.6</b>	Provide policy advise on curriculum and assessment	
<b>10.7</b>	Provide annual report on individual staff performances to the Director Education Services	
<b>10.8</b>	To ensure effective systems and procedures are in place for management of all assets and resources under the units	
<b>10.9</b>	Provide regular report to the Director on any development relating to training, curriculum and resources.	
<b>10.10</b>	Maintain a close link between national, regional and international organisations on matters relating to curriculum and assessment innovation and improvement	
<b>10.11</b>	Secretariat to National Curriculum and Assessment Board	
<b>10.12</b>	Carry out other duties and responsibilities as directed by the Director and Director General	
<b>11</b>	<b>Reports directly to</b> Title of Post and Level only	<b>12</b> <b>Directly supervises</b> Title of Posts and level if any
	Director	Curriculum and Assessment Staff
<b>13</b>	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	<b>14</b> <b>Occasional Internal Personal Contacts with...</b>
	Curriculum and Assessment officers	Directors, DG and other Ministry officials, including VITE and VIT administration
<b>15</b>	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	<b>16</b> <b>Occasional External Personal Contacts with...</b>
	School Heads, Teachers, other people involved in curriculum related matters	Other government officials, donor partners, SPBEA officials, others
<b>17</b>	<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.	
	Good Management and Quality Service	
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	
	Have knowledge and experience in Curriculum and Evaluation	
<b>19</b>	<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)	
	To expand, detail and execute CDU function effectively and taking the lead in working closely with VITE, EAU and ISU	
<b>20</b>	<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.)	
<b>20.1</b>	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	Degree or Post graduate desirable
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable	Curriculum assessment, development and evaluation or any relevant qualification with teaching experience is desirable

		with teaching experience is desirable
<b>20.3</b>	<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	Five (5) years experiences in a management position.  Demonstrate good knowledge and understanding of curriculum, assessment and associated issues within the education sector.
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Supervision skills Planning, Research skills Reporting skills Computer Literate
<b>20.5</b>	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.....	An analytical and practical thinker
<b>20.6</b>	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Good verbal and written communication skills
<b>20.7</b>	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Team builder, cooperative, reliable, punctual and hard working
<b>20.8</b>	<b>Language</b> "English , French and Bislama" is usual.	English or French and knowledge of the other is an advantage
<b>21</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
<b>21.1</b>	<b>Prepared in the Ministry by ...</b>	Name John J. Garoleo Sign  Date 02/ 06 /2014
<b>21.2</b>	<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
<b>21.3</b>	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign  Name L. Rantes Date 16/ 7 /2014
<b>21.4</b>	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: .....	
	(Circle the appropriate Decision)	
	Name  Sign Date 25/ 10 /2014	