

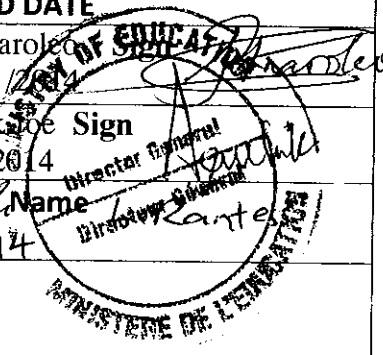
Public Service Commission Job Description Form

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	Senior Curriculum Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3330	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General ...H Os 4.3	
4	Ministry	Education	
5	Department	Educational Services	
6	Location Where the position is located	Curriculum Development Unit	
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 coordinate and supervise the operations and implementation of the Curriculum Unit functions. Senior Curriculum Officer manages activities at the officer's level to meet the ultimate quality required by the Ministry.	
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	Development of annual work plan	9.1	Work plan developed by end of May each year
8.2	Development of annual budget for CDU	9.2	Annual budget completed by June of the New Year
8.3	Supervision and coordination of the development of National Curriculum.	9.3	National Curriculum is developed and implemented
8.4	Well Developed list of procured goods and services as required by CDU provided to procurement officer	9.4	Procurement lists completed and send by January each year to procurement officer
8.5	Work flow of the publication section is supervised, coordinated and monitored	9.5	Curriculum materials are published following the plan
8.6	Effective printing specifications of all books and materials developed	9.6	Specifications completed
8.7	Effective support in workshop preparations	9.7	Workshops planned are carried effectively
8.8	Effective development and follow-up of processes map	9.8	Process map is effectively followed
8.9	Effective coordination of CDU staff up-skilling	9.9	Staff in-house training is completed by mid 2014
8.10	Effective performance appraisal of CDU staff assessment	9.10	Bi-annual performance assessment conducted and follow-up for result
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 follow annual work plan		
10.2	Develop annual budget for all CDU activities		
10.3	Managing the operational aspects of the development of National Curriculum at CDU		
10.4	Ensuring that annual work plans are observed and adhered to.		

10.5	Co-ordinating internal training of the staff of the unit.	
10.6	Assist the coordinators with workshops, meetings and trainings arrangements as required by CDU	
10.7	Develop procurement lists of goods and services as required by CDU and provide to procurement officer	
10.8	Manage the work flow in the publication section.	
10.9	Prepare the printing specification for completed books and other materials	
10.10	Assist the coordinators with workshop preparations	
10.11	Ensure that processes map is respected and observed	
10.12	Identify training needs of staff and make arrangement for training to be carried out.	
10.13	Ensure that copy right laws are observed at all times.	
10.14	Prepare appraisals of each individual staff at the end of each year.	
10.15	Carrying out other duties as may be directed by the PEO, Director or Director General.	
11	Reports directly to Title of Post and Level only	1 2
	PEO	Directly supervises Title of Posts and level if any
		All CDU staff
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	1 4
	Secretary Typist, Editors, Coordinators, Printer, Cleaner and Driver	Occasional Internal Personal Contacts with...
		Other CDU staff
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	1 6
	Director Education Services, other DOE staff, suppliers, EAU staff, DOF staff,	Occasional External Personal Contacts with...
		Provinces, Principals, Head Teachers, Consultants, other stakeholders
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.	Good administration ensuring quality service
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Travelling/Must be able to work on weekends and after working hours.
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 which amalgamates the responsibilities of the SCO and Executive Officer
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	Curriculum Development and Teacher Education. Teaching background and curriculum knowledge is 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	3 years in a similar job but must have demonstrated leadership experience
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Planning skills Reporting skills

		Computer literate
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical, practical and creative thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Must be able to interact with other people.
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Cooperative, reliable, hard work, trustworthy, team work
20.8	Language "English , French and Bislama" is usual.	English or French
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garole 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 Dickson Date 02/06/2014 Director General
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign [Signature] Date 24/06/2014 Director General
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 24/06/2014



**LAURENT RE
SECRETARY
OPSC**

