

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	PEO Assessment and Examination Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3351	
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General. . . F Ps 5.6	
4	Ministry	Education	
5	Department	Education Services	
6	Location Where the position is located	Next to Ste Jeanne d'Arc Primary School	
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 manage the overall operations of the Examination and Assessment functions 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	Annual work plan	9.1	80% compiled work plan for EAU
8.2	Annual budget for re-current activities and projects for the Examination and Assessment Unit (EAU)	9.2	80% compiled Annual Budget developed
8.3	Annual Financial Report	9.3	80% compile Annual Financial report developed Approves 100% of LPOs and Imprest application
8.4	Operations Management of national examinations	9.4	80% Effective delivery of operational aspects of the Examinations developed by the unit
8.5	Effective management of staff and work flow	9.5	80% Outcomes of work plans are delivered
8.6	Policy advice and development on examination and assessments	9.6	80% Policies developed, implemented and reviewed
8.7	Candidate results for NEC's selection	9.7	100% candidate results are available for NEC's selection
8.8	Clear alignment between national assessments and curriculum development	9.8	100% examination and assessment tasks clearly reflect current curriculum
8.9	Liaise with National, Regional and International organizations to attain recognition and equivalency	9.9	100% recognition and equivalency approved by regional organisations
8.10	Review of assessment policy, rules and procedures, and other EAU manuals as identified by data analysis and other reports	9.10	80% Policy changes to address data analysis report
8.11	Oversee the effective delivery of training/workshops related to materials developed for assessment	9.11	80% Workshop and training reports are created and follow up required taken.
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	Managing the development of National Assessment Reporting policy.	
10.2	Provide regular advise to the Ministry and NEC on national assessment and associated issues	
10.3	Develop annual budget for all EAU activities	
10.4	Effectively manage staff to ensure work priorities are achieved.	
10.5	Develop and maintain a corporate plan as exemplified in an annual business plan	
10.6	Provide policy advise on examination and assessment	
10.7	Plan and develop budgets for the examination and assessment unit	
10.8	Effectively manage and report on allocated budget	
10.9	Provide annual report on individual staff performances to the Director Education Services	
10.10	Ensure effective systems and procedures are in place for management of all assets and resources under the unit	
10.11	Provide regular report to the Director on any development relating to training, assessment and resources.	
10.12	Ensure the usability and accuracy of all data reports.	
10.13	Approves of examination timetable, calendar and due dates.	
10.14	Advise CDU on prescription based on analysis reports on assessment and examination results.	
10.15	Maintain a close link between national, regional and international organisations on matters relating to assessment innovation and improvement	
	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Director Education Services	Examination and Assessment Staff
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	PEO Curriculum, VNTC, VITE,	Curriculum officers, Directors, DG and other Ministry officials, including VITE and VIT administration
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	PEOs (Province),	Other government officials, donor partners, SPBEA officials, School Heads, Teachers, ZCAs, Education Authorities
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 Management and Quality Service at EAU
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Unusual work hours and travel is 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)	Unmerge operations of EAU from CDU
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 or post graduate desirable
20.2	Special Business Education refers to the field of study that would be preferable	Educational Administration & Assessment and Evaluation

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	4 years in a management position Advance knowledge and experience in Assessment and Evaluation
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Computer Literate, Basic understanding of statistics as related to educational measurement
20.5	Thinking style e.g. an analytical thinker, a practical thinker, creative thinker.....	An analytical, practical and innovative thinker, a person of vision, strategic,
20.6	Communication/ Interpersonal Skills list the skills required of this position	Must be able to interact with other people. Reading, ability to communicate effectively (verbal and written)
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Team builder Supportive, reliable, Persistent, Honest
20.8	Language "English, French and Bislama" is usual.	English or French and knowledge of the other is an advantage
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garoleo 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 Joe 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 Licentia Date 02/ 07 /2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision:	
	(Circle the appropriate Decision)	
	Name <i>[Signature]</i> Sign	Date 28/ 10 /2014

