

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 Secondary Assessment Officer (x4)	
2	Post Number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3354- 3357	
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General ... H Os 4.0	
4	Ministry	Education	
5	Department	Examinations and Assessment Unit	
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.	For Vanuatu's nationalization of the Pacific Senior Secondary Certificate in Education (PSSC) from the Secretariat of the Pacific Board of Education Assessment (SPBEA) and the harmonization of Vanuatu's new national year 12 and 13 curriculum.	
8	Key Result Areas (KRAs) refers to general areas of outcomes of 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	Coordinate, facilitate designing, implementation and moderation of Year 12 and 13 Internal Assessment (IA)	9.1	100% yr 12 & 13 IA tasks designed within the due dates 100% yr 12 & 13 IA tasks printed and sent to schools within the due dates 100% yr 12 & 13 IA tasks administered at school within the due dates 100% yr 12 & 13 Moderation of Major Tasks Reports within the due dates
8.2	Coordinate, facilitate designing, implementation and marking of Year 12 and 13 External Assessment (EA)	9.2	100% Blueprints of Yr 12 & 13 examinations within due dates 100% Probe Analysis of Yr 12 & 13 examinations within due dates 100% Question Papers of Yr 12 & 13 within due dates 100% Marking Scheme of Yr 12 & 13 within due dates 100% Moderators' reports of Yr 12 & 13 examination within due dates 100% Chief Supervisors' reports of Yr 12 & 13 examinations within due dates 100% Chief Markers' reports of Yr 12 & 13 examination within due dates
8.3	Verification and Accreditation	9.3	100% Year 12 and 13 IA programs undergo approval process 100% identified Year 12 and 13 schools visited for IA program verification 100% verification reports

			100% accreditation report for new Yr 12 & 13 schools, or current schools wishing to offer a new Yr 12 or 13 subject or withdraw a subject
8.4	School Based Training	9.4	70% of new Yr 12 & 13 schools and new teachers receive school based training on teacher designed tasks. 70% of Yr 12 & 13 schools develop an effective assessment management system 70% of Yr 12 & 13 schools developed IA programs approved first processing stage.
8.5	Training for Year 12 & 13 Common Assessment Task Designers, Examiners, Moderators and Markers	9.5	80% attendance to training 70% quality blueprints of examinations 70% quality Probe Analysis of examinations 70% quality Examination questions 70% quality Marking Schemes 70% quality Moderators report 70% quality Chief Markers report (These will be measured in 9.2)
8.6	Appeals	9.6	100% of all appeals are sorted out.
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	Liaise with the Junior Education Curriculum Coordinator at CDU to align Year 10 internal and external assessment with the approved Year 10 curriculum.		
10.2	Prepare Year 12 & 13 Assessment Calendar.		
10.3	Prepare contracts for all contracted personnel in the IA and EA activities.		
10.4	Coordinate development of Common Assessment Tasks for all Yr 12 and 13 Internal Assessment Programs.		
10.5	Train new teachers on how to design IA tasks.		
10.6	Coordinate Approval process of IA programs for all subjects for all schools		
10.7	Report back to schools status of all IA programs.		
10.8	Visit schools to verify IA programs and write verification reports and send to schools.		
10.9	Carry out moderation of Major IA tasks and provide reports for data entry.		
10.10	Train examiners, moderators and markers of examination papers.		
10.11	Chase up examination papers to meet deadlines.		
10.12	Implement other quality assurance measures required.		
10.13	Finalize Examination Chief supervisors and advice PEO Exam.		
10.14	Provide Examination Handbook to all Year 12 & 13 examination venues and Chief supervisors.		
10.15	Monitor printing, collating, checking, packaging, dispatch and the return of examination papers.		
10.16	Advise PEO for the approval of Chief Markers, marking panel and marking venue.		
10.10.	Report to PEO Exams the implementation outcomes of marking progress.		
10.18	Ensure all candidates' examination results are submitted for Data entry and processing.		
10.19	Ensure all marked scripts are returned to EAU and safely stored for item analysis sampling.		
10.20	Chase up final marking schemes for all Year 12 & 13 examination papers.		

10.21	Attend to all year 12 & 13 appeal applications	
10.22	Report to and advise PEO exams breaches of Rules and Procedures in Year 12 & 13 examinations	
10.23	To undertake any duties this may reasonably be regarded as within the nature and grade of the post	
11.	Reports directly to Title of Post and Level only PEOs Exam,	12. Directly supervises Clerical Officer
13.	Frequent Internal Personal Contacts with PEO Exam, Data Processing Officers (EAU), Printer (EAU), Counter Part (EAU), Driver (EAU), PEOs (Province), Year 12 & 13 Principals	14. Occasional Internal Personal Contacts with... Accounts (MoE), CDU (Senior Curriculum Coordinator), VITE, ISU, VNTC, Scholarships Unit
15.	Frequent External Personal Contacts with... Chief examiners, moderators, markers, task designers, SPBEA,	16. Occasional External Personal Contacts with... ZCAs, Board authorities, USP, UNC, NZEA
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.	Year 12 & 13 results are reliable and valid and published in good timing for Scholarship Unit and candidates requiring results for admission to universities and other institutions. Quality control measures set by EAU are well implemented to warrant reliable and valid assessment results that will help direct Curriculum Teacher Education, In-Service training for teachers, and policy makers. Examination Rules and Procedures are not breached and internal assessment tasks and examination papers are well designed, properly implemented, reviewed and appropriately analyzed.
18.	Special Conditions e.g. if unusual work hours, equipment or travel is required Prepare to work extra hours, make sure that activities meet deadlines and follow procedures	Knowledge of Microsoft word processor, Excel, power point, access
19.	Reason for Seeking Approval (e.g., New Post, Regarding. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	Routine Revision of Existing Job Description
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 Educationist (Advisor/ Principal)	Educational Assessment and Evaluation and measurement
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...	Moderate Computer Knowledge of Microsoft word processor, Excel, power point, access Some experience in analyzing data, leadership, coordinating, report writing.

		5 years experience teaching at senior secondary
20.4	Management/Supervisory skills	Creating responsibilities Able to plan and carry out training
20.5	Special Skills e.g. vehicle license, driving record, and computer word/excel etc...	Driving, recording
20.6	Thinking style e.g. an analytical thinker, a practical thinker, creative thinker...	Analytical thinker, a practical thinker creative thinker etc...
20.7	Communication/Interpersonal Skills list the skills required of this position	Use email, phone, scanner, write formal letters, dialogue
20.8	Behavioral Competencies refers to the personal attributes or characteristics needed for the position	Dedicated, cooperative, vigilant, pro-active, honest,
20.9	Language "English, French., and Bislama" is usual	English/French and Bislama
21.	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by...	Name John J. Gargale 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: [Signature] Name: [Name] Date: 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
<p>Decision: Approval or Deferred or Amended Date of Decision:</p> <p>LAURENT REP Name: [Signature] Sign SECRETARY OPSC</p> <p style="text-align: right;">Date: 27/06/2014</p>		

