

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	Junior Secondary School Examination Officer (x2)	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3358-3359	
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General . . . H Os 4.3	
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 assist, coordinate and supervise 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% assist in develop work plan for sections of EAU and closely monitor
8.2	Annual budget for re-current activities and projects for the Examination and Assessment Unit (EAU)	9.2	80% assist in develop Annual Budget for sections of the unit
8.3	Annual Financial Report	9.3	80% assist in developing Annual Financial report for sections of the unit
8.4	Operations Management of national examinations	9.4	80% assist in effective delivery of operational aspects of the Examinations developed by the unit
8.5	Effective management of staff and work flow	9.5	80% monitor outcomes of work plans are delivered
8.6	Implementation of Internal Assessment Materials	9.6	80% monitor implementation of assessments
8.7	Candidate Final results	9.7	100% coordinate data entry and processing for final results to be used
8.8	Publication of final results	9.8	100% of enrolled schools receive their result notices and certificates
8.9	Reports prepared for PEO	9.9	100% record of reports to submit to PEO EAU
8.10	Assistance in Review of assessment policy, rules and procedures and other EAU manuals as indentified by data analysis and other reports	9.10	80% in coordinate reviews
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	Ensure that all section work plans are designed and submitted to PEO		
10.2	Monitor implementation of work plans and reports to PEO on a regular basis		
10.3	Assist PEO in compiling annual budget and financial reports for the whole unit		
10.4	Supervise preparation and dispatch of examination and assessment materials		
10.5	Coordinate supervision and marking of examinations		
10.6	Attend to appeals, compassionate and reconsideration application		
10.7	Manages work appraisal and work performance		
10.8	Managing the development of National Assessment Reporting policy.		
10.9	Ensures that Internal Assessment implementation and reporting meet deadlines		
10.10	Ensures data entry, processing and analysis meet dead lines		
10.11	Ensures that final results are produced and made available for NEC's selection on date as determined by PEO		
10.12	Ensures that certificates are printed, checked and dispatched to all enrolled schools on date determined by PEO		
10.13	Ensures that all training, workshops, verification, accreditation, work attachment reports are submitted by due dates and follow- up carried out.		
10.14	Ensures that SPARTA and TIFAN analysis are carried out and reports submitted within due dates.		
10.15	Ensures that monitoring and intervention implementation reports are submitted within due dates		
10.16	Assist PEO in coordinating review of policies, rules and procedures and other manuals.		
10.17	Ensures that inventory is up-to date.		
10.18	Ensures that staff work in a healthy and safe environment.		
10.19	Ensures that staff are familiar with PSC manual		
10.20	To undertake any duties this may reasonably be regarded as within the nature and grade of the post.		
	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	PEO Exams		Examination and Assessment Staff
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	SEO Curriculum, VNTC, VITE,		Curriculum officers, 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), School principals, head teachers,		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)		Routine Revision of existing job
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 or any related field
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	Team builder Must be able to interact with other people. Effective organizational skills and ability to coordinate multiple tasks Reading, ability to communicate effectively (verbal and written)
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Supportive, efficient, 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. G... 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] Date 27/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended, <u>Q</u> Date of Decision:	
	(Circle the appropriate Decision)	
	LAURENT REP Name SECRETARY OPSC	Sign [Signature] Date 27/06/2014

