

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	Basic Examination Officer	
2	Post Number	3360-3361	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General . . . H Os 4.3	
4	Ministry	Education	
5	Department	Examination and Assessment Unit	
6	Location Where the post is located	Next to Ste Jeanne d'Arc Primary School	
7	Purpose 'Why this post exist This might be a one line statement adapted from the corporate plan and Business Plan for higher level post	To coordinate and administer all Basic Education tests and examinations on literacy and numeracy. Provide related information to schools, education authorities and other stakeholders.	
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 review of Assessment Monitoring tools.	9.1	80% tools designed, piloted, marked, finalized, printed, administered at schools, and returned for analyzing and reporting.
8.2	Coordinate, facilitate designing, implementation and review of Assessment Intervention tools.	9.2	80% tools designed, piloted, marked, finalized, printed and dispatched to schools for usage.
8.3	Coordinate, facilitate designing, implementation, marking and item analysis of Basic Education Examinations	9.3	100% Blueprints of examinations 100% Question Papers 100% Marking Schemes 100% Moderators' reports 100% Chief Markers' reports 100% Chief Supervisors' reports 70 % Examinations Item Analysis Reports
8.4	Train assessment tools designers and examination designers, moderators, markers and tool users.	9.4	80% tools designed, piloted, marked, finalized, printed and dispatched to schools for usage. 60% competent tool users 100% blueprints of examinations 100% Moderators' reports 100% Chief Markers' reports
8.5	Provide reports	9.5	80% reports on assessment tools, examinations and training.
10	Duties and Responsibilities Simple statement starting with an action verb, more important one first; less than 10; cover main areas of work but not details you should find in Procedure Manual. Areas to think of includes policy/research/ advice, preparing reports; external communication; administrative; legislative, and what this particular job must achieve. For lower level jobs ith will be more specific e.g. deliver, record, type, maintain.		
10.1	Liaise with the Basic Education Curriculum Coordinator at CDU to align the assessment tools with the new curriculum		
10.2	Develop and implement assessment monitoring and intervention tools		
10.3	Report to PEO Exams the implementation outcomes		

10.4	Develop and administer Basic Education examinations	
10.5	Implement quality control measures for all assessment and examinations.	
0.6	Report to and advise PEO exams breaches of Rules and Procedures in Basic Education examinations.	
10.7	Liaise with PEO Exam to provide training for ZCAs, Head teachers in the field of assessment.	
10.8	Report back to schools test analysis simplified for schools.	
0.9	Provide SPARTA Reports and Titan reports.	
.10	To undertake any duties this may reasonably be regarded as within the nature and grade of the post.	
11.	Reports directly to PEOs Exam	12. Directly supervises Designers, moderators, markers,
13.	Frequent Internal Personal Contacts with, PEO Exams,	14. Occasional Internal Personal Contacts with... PEO Personal Office, PEO Salary, PEO CDC, PEO Inspectors, VITE
15.	Frequent External Personal Contacts with... PEOs province, Head teachers and school coordinators, ZCAs,	16. Occasional External Personal Contacts with... Board 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.	Examination Rules and Procedures are not breached and internal assessment tasks and examination papers are well designed, properly implemented, reviewed and appropriately analyzed. Quality Control measures set by EAU are well implemented to warrant reliable and valid assessment results.
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	Computing Knowledge of Microsoft word processor, Excel, power point, access and Atlas, Titan program(Exam program) Routine Revision of Existing Job Description
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)	
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 teaching at Basic
20.4	Management/Supervisory skills	Creating responsibilities Able to plan 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, 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 L. Charles 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: L. R. Rites Date: 27/05/2014

21.4 DECISION OF PUBLIC SERVICE COMMISSION

Decision: Approval or Deferred or Amended Date of Decision: t.

LAURENT REP
Name **SECRETARY** Sign *[Signature]* Date 27 / 05 / 2014
OPSC

