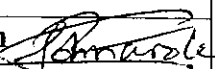
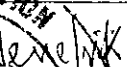
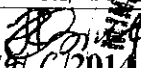
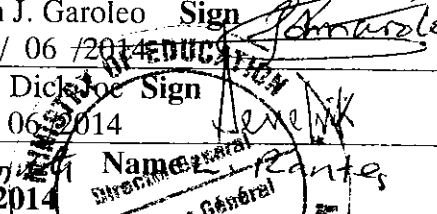


Public Service Commission Job Description Form

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	Data Processing, Analysis, Research & Monitoring	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3364-3365	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General ...I As 3.3 Determined PSC...	
4	Ministry	Education	
5	Department	Education Services	
6	Location Where the position is located	Examination and Assessment 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.	Provide reports and interpretations of results that will support and help improve Examination and Assessment Unit and MoE decision-making.	
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	Data Reports	9.1	Develop and maintain 90% data reports related to all areas of student assessment, province and national accountability systems, and other assessment-related reporting.
8.2	Design of appropriate analyses and reporting system	9.2	Collaborate with other department or Examination Unit personnel to design and submit 80% appropriate analyses and reporting plans.
8.3	Interpretation of results	9.3	Provide 90% reports and interpretations of results that will support EAU, CDU, VITE, ISU and head of schools' decision-making.
8.4	Application of logical or scientific thinking	9.4	Apply 70% principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
8.5	Train users of reports	9.5	70% training on Basic Statistics and reporting for EAU staff, examiners ...etc
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	Establish Item Banking at EAU		
10.2	Develop reports based on examination and assessment results		
10.3	Assist in the development of test data report formats – both web-based and paper.		
10.4	Communicate regularly with SEO student assessment and accountability measures.		
10.5	Collate examination and assessment results as determined by the PEO Examinations and Assessment		
10.6	Demonstrate initiative in problem-solving related to unit goals to		
10.7	Prepare data to advance research and assess issues of importance to examinations and assessment.		
10.8	Coordinate and provide leadership for assessment data reporting.		
10.9	Synchronize all data reports		
10.10	Advise PEO on appropriate assessment and examination analysis to be used		
10.11	Design appropriate examination and assessment analysis for EAU reporting		

10.12	Provide written interpretations of all examination and assessment data results and reports	
10.13	Provide data that can determine how assessment can improve teaching and learning	
10.14	Develop simple graphs and charts to explain the weaknesses and strengths of assessment tools developed and/or administered by EAU.	
10.15	Design appropriate methods of data collection for different purposes as determined by the PEO Examinations	
10.16	Assist PEO Examination in presenting simple and clear assessment information to NEC and Provincial Education Boards	
10.17	Collect appropriate data for analysis and reporting purposes.	
10.18	Compile reports on trends of assessment and examination in Vanuatu.	
10.19	Compile comparative reports on assessment and examination in Vanuatu	
10.20	Serve as a resource person to answer data related questions throughout the year.	
10.21	Demonstrates ability to locate source data and apply to problems.	
10.22	Assist in the development and presentation of training to orient administrators and teachers on assessment techniques, interpretation of test data, and interpretation of accountability data.	
10.24	Develop training modules for EAU staff on essential statistics, analysis and reporting	
10.25	Create training modules on understanding basic statistics for examiners, moderators and classroom managers	
10.26	Collaborate and consult with software engineers and programmers to create prototypes of new assessment and accountability reports.	
10.27	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	12 Directly supervises Title of Posts and level if any
	PEO Examination and Assessment	Data Processing Officers
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Clerical Officer, Assessment Officers, VERMIS, PEO Curriculum Unit	ISU, VITE, Curriculum Coordinators, VNTC, NEC, PEO (Provinces)
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Provinces, Principals, Head Teachers, Consultants, other stakeholders	SPBEA, NGOs, UNESCO
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.	Effective use of examination and assessment data for better reporting.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Unusual work 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)	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 preferred
20.2	Special Business Education refers to the field of study that would be preferable	Computer Science, psychology, education or 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	National level assessment experience or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

		<p>Knowledge of testing applications and issues; a broad knowledge of the most effective systems and practices for reporting assessment data.</p> <p>Knowledge of the Ministry of Education accountability systems, and the appropriate and legal uses of assessment data.</p> <p>Familiarity with National and school assessment data.</p> <p>3 years experience in a similar job but must have demonstrated leadership experience</p>
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	<p>Effective oral and written communication skills with extensive knowledge of the conventions of English or French grammar and usage.</p> <p>Advance understanding of statistics as related to educational measurement.</p> <p>Ability to differentiate between colors and shades of color.</p> <p>Interpret policy, procedures, and data reports</p>
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Well-developed conceptual, analytical and abstract reasoning skills.
20.6	Communication/ Interpersonal Skills list the skills required of this position	<p>Must be able to interact with other people.</p> <p>Effective organizational skills and ability to coordinate multiple tasks in an environment where interruptions may occur.</p> <p>Reading, ability to communicate effectively (verbal and written)</p>
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Cooperative, reliable, hard work, trustworthy, team work, maintain emotional control under stress
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 ...	<p>Name John J. Garoleo Sign </p> <p>Date 02/ 06 /2014</p>
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	<p>Name Jesse Dick Joe Sign </p> <p>Date 02/ 06 /2014</p>
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	<p>Sign  Name <u>Jesse Dick Joe</u></p> <p>Date <u>02/06/2014</u></p> <p style="text-align: center;">  Directeur Général MINISTRE DE L'ÉDUCATION </p>

21.4

DECISION OF PUBLIC SERVICE COMMISSION

Decision: Approved or ~~Deferred~~ or ~~Amended~~ Date of Decision:
(Circle the appropriate Decision)

Name **LAURENT REP**

Sign

Date 29/06/2014

**SECRETARY
OPSC**

