

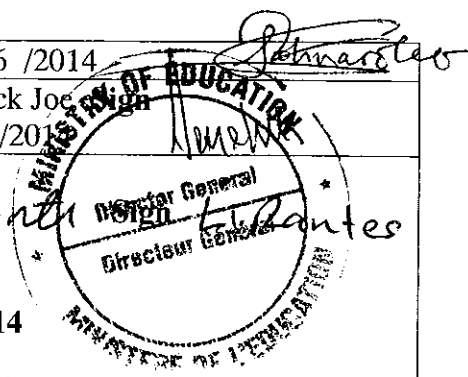
Public Service Commission Job Description Form

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 help completing this form.

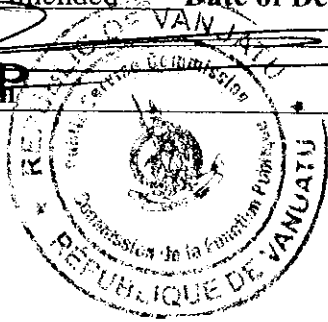
1	Job title	Assessment Processing Officers	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3366-3368	
3	Level Suggested by Ministry and determined by PSC	Suggested by Director General ... As 3.0	
4	Ministry	Education	
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.	Manage the functional operation of Examination Databases.	
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	Enrolment of Year 8, 10, 12, 13	9.1	100% Student's Personal Identification Number (SPIN) for enrolled candidates.
8.2	Result of Internal Assessment of Year 8, 10, 12 & 13	9.2	100% IA data entry processed
8.3	Result of External Assessment of Year 8, 10, 12 & 13	9.3	100% EA data entry processed
8.4	Final Result Processing of Year 8, 10, 12 & 13	9.4	100% final grades processed
8.5	Report assessment results	9.5	100% final assessment results reported to Education authorities, schools and other stake holders. 100% certificates printed and dispatched 100% Titan analysis 100% Sparta mean and standard deviation report
8.6	Result of Assessment Monitoring tools	9.6	100% data entry processed
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	Develop all required templates (eg. Enrolment, mark sheets, sampling, ...etc)		
10.2	Upload schools' enrolments on ATLAS and generate SPINs.		
10.3	Maintain accurate data entry of registration, transfers, withdrawal, IA marks and EA marks ...etc		
10.4	Ensure correct mark sheets are sent out to schools.		
10.5	Enter and verify all assessment results and run integrity check to achieve error free data.		
10.6	Process final results and grades and forward to PEO for selection purpose.		
10.7	Disseminate examination data to schools, education authority and other stakeholders.		
10.8	Print accurate certificates and monitor distribution of certificates to all schools.		
10.8	Generate means and standard deviation reporting for PEO's, school principals and teachers		
10.9	Collect randomly scripts for sampling and enter for analysis reporting.		
10.10	Extract general data or statistical analysis held in ATLAS for report writing.		

10.11	Ensure that secrecy and confidentiality is maintained and report to head of exams of any breaches of rules or conduct.	
10.12	Ensure examination data has backup and carefully stored.	
10.13	Liaise with PEO Examination for Assessment officers and SPBEA's access to examination data.	
10.14	Process results and provide statistical data of monitoring assessment tools carried out by EAU.	
10.15	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 Unit	None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Assessment Officers, Research MoE, CDU, PEO (Six Provinces), ZCA's, School Principals	Director General and Directors
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Education authorities, other government departments,	SPBEA (South Pacific Board for Educational Assessment), NGOs
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.	<ul style="list-style-type: none"> a. Public awareness on procedures of Enrolment and final result processing. b. 1.5 million vatu for data operation (annual). c. Maintain efficient operation of the examination databases. d. Comply with the Examination Rules and Procedures.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Overtime is required, power back up for power cuts and a bigger Server critical
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...	Advanced Diploma
20.2	Special Business Education refers to the field of study that would be preferable	Computer, Statistics & Educational Assessment,
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	3- 5 years experience in field of Assessment, Computer and other related areas.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Skills in Database, Software applications, MS word, MS Ppt, MS Excel, MS Access, Driving license required.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker....	Analytical thinker & creative.
20.6	Communication/ Interpersonal Skills list the skills required of this position	Email, phone, dialogue, Computer literate,
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Dedicated, Cooperative, team worker and able to work extra hours and accept heavy workload.
20.8	Language "English, French and Bislama" is usual.	English/French and Bislama
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign

21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Date 02/06/2014 Name Jesse Dick Joseph Date 02/06/2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name <i>[Signature]</i> Date 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)	



LAURENT REP
 Name **SECRETARY**
OPSC



Date 27/06/2014