

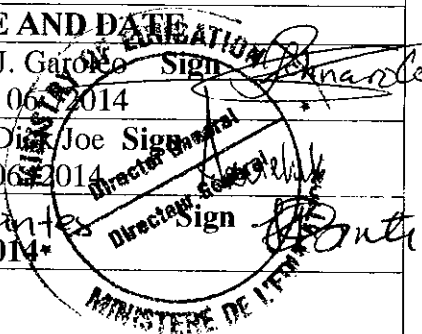
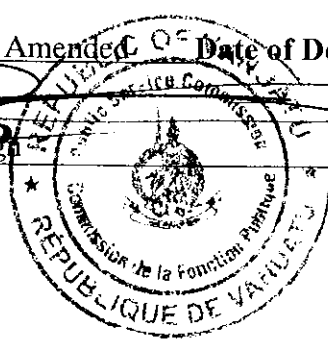
Public Service Commission Job Description Form

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	PEO PROVINCIAL EDUCATION	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3372 - 3377	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for the Director General . . . G So 5.0	
4	Ministry	Education	
5	Department	Education Services	
6	Location Where the position is located	Provincial Education Office	
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 manage and coordinate the delivery of public education within the Province; to act as Executive Officer to and when necessary <i>ex officio</i> chairman of the Provincial Education Board.	
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	Management of Government Schools in the Province	9.1	Schools in the Province are well managed and resourced
8.2	Development of plans and coordination of activities for the development of education and schools in the Province	9.2	A Provincial Development and Annual Plans developed and implemented.
8.3	Overseeing Zone Curriculum Advisors in the province	9.3	ZCA's are well resourced and coordinated to assist schools in curriculum matters that address quality improvement in school performances.
8.4	Planning and advising on teacher posting	9.4	Teachers are well placed in schools
8.5	Assessment and management of teacher and school heads	9.5	Teachers and School Heads Confidential Appraisal reports are done and submitted to the Ministry annually. These include incidental reports that have been reported.
8.6	Development of schools assets and human resource management policies and strategies in the Province	9.6	Policies have been developed and implemented. Clear procedures and systems are put in place for the effective implementation of Provincial and national policies.
8.7	Management of Provincial Budget in the Province	9.7	Budgets have been well managed as planned, which clearly shows clear income, expenditure and recording procedures have been followed.
8.8	Coordination professional development training for teachers and staff in the province	9.8	A number of Provincial professional development training have been organised and administered which addresses identified needs.
8.9	Managing PEO Staff	9.9	Staff are been well managed and assisted
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 Government policies and plans related to the delivery of public education and		

	provincial education are implemented efficiently and effectively.	
10.2	Manage education officers and support staff based in the Province so that they can carry out their duties and responsibilities more efficiently and effectively.	
10.3	Work cooperatively with MoE officers and Provincial education staff to ensure a significant improvement in the quality and standard of all educational programs in the Province.	
10.4	Inspect and oversight the sound management of school infrastructure, sites, boundaries, facilities, equipment and materials.	
10.5	Supervise and administer nominated education projects including new schools and rehabilitation projects.	
10.6	Coordinate implementation of the Education Plan priorities and MoE Corporate Plan within the Province.	
10.7	Ensure transparency and accountability in handling the finances of the Province.	
10.8	Oversee timely preparation and submission of schools statistical data, business plans, annual reports and budget proposals to the Director General through the Director, Schools and Professional Services.	
10.9	Seek the timely endorsement of the Provincial Education Board (PEB) on teacher postings and/or transfers before submitting them to the Teaching Service Commission through the Director, Schools and Professional Services.	
10.10	Execute all decisions of the PEB, act as <i>ex officio</i> chairman as required, and distribute and provide advice to all stakeholders on the Board's decisions.	
10.11	Research and prepare policy and other papers for consideration by the PEB as required.	
10.12	Other responsibilities as directed by the Director General.	
10.13	Plan and coordinate training needs for teachers and staff	
10.14	Provide to the Ministry regular annual report of School Heads, ZCAs and Teachers with clear recommendations	
10.15	Assist School Improvement Officers, Internal Auditors and other government and donor partner officers in disseminating their work.	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Director, Education Services.	All staff in the Provincial Education Office, heads of all public schools in the province including primary and secondary schools.
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Provincial Office staff	Director General, Directors, PEOs, and officers of the Schools and Professional Services Division, Heads of schools
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Provincial Education Board, NGOs, communities, Provincial Government and other Provincial departments.	Other Government Ministries and Departments
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.	Major long term impact on quality, cost and delivery of all public education within the Province. Authority over Provincial Office staff.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Frequent travelling and overtime.
19	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap	New post. Similar posts were designed as part of the 2001 structure but were not filled. This

	or duplication with existing Job Descriptions or new duties and responsibilities)	new, more senior post has been developed in response to the Government's decentralisation and provincial education policies.
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...	Diploma. Degree is preferable. Teachers College Certificate highly desirable.
20.2	Special Business Education refers to the field of study that would be preferable	Business Administration, Management or similar discipline.
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	5 years or more in similar management or educational administration position.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Leadership, management and planning skills
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Creative, Analytical and practical thinker
20.6	Communication/ Interpersonal Skills list the skills required of this position	Good communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Hard working, reliable and trustworthy
20.8	Language "English , French and Bislama" is usual.	Fluent in Bislama, English and French
20.9		
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garofo 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 Director General
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Rante Sign <i>[Signature]</i> Date 24/6/2014 Director General
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <input checked="" type="radio"/> Approved or <input type="radio"/> Deferred or <input type="radio"/> Amended <input type="radio"/> C.O. Date of Decision: (Circle the appropriate Decision)	
	Name LAURENT REB... <i>[Signature]</i> Date 27/06/2014 SECRETARY OPSC	



**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	Deputy Provincial Education Officers	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3378 - 3383	
3	Level Suggested by Ministry and determined by PSC	Suggested by the Director General... H Os 4.0 Determined PSC...	
4	Ministry	Education	
5	Department	Education Services	
6	Location Where the position is located	Provinces	
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 the PEO to manage and administer schools in the provinces	
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	Management of Policies	9.1	All Zones and schools have internal policies and are implemented together with Provincial
8.2	Assistance to PEO	9.2	Assisting the PEO to manage the affairs of the Province
8.3	Monitoring School Performances	9.3	Following up on school performances, ensuring that reports are received – School and Teachers Reports
8.4	Managing Zone Curriculum Advisors	9.4	Planned program to manage functions of all ZCAs
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	Assist the PEO to administrate the Provincial Education Board's plan		
10.2	Ensure that school policies are developed and implemented		
10.3	Ensuring that schools have corporate and business plans and implemented		
10.4	Responsible for all Schools, School Heads and Teachers reports		
10.5	Responsible for ZCA Action plans and reporting to PEO		
10.6	Responsible for Professional Development Training at the Provincial Level		
10.7	Carry out other tasks assigned by the PEO		
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any
	PEO		None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Officers in the Provincial Office		Other government officers in the Province
15	Frequent External Personal Contacts	16	Occasional External Personal Contacts